

ACTON TOWN REPORT



1998

Acton

Incorporated as a Town: July 3, 1735

Type of Government: Town Meeting - Selectmen/Town Manager

Location: Eastern Massachusetts, Middlesex County, bordered on the east by Carlisle and Concord, on the west by Boxborough, on the north by Westford and Littleton, on the south by Sudbury, and the southwest by Stow and Maynard.

Elevation at Town Hall: 268' above mean sea level

Land Area: Approximately 20 square miles

Population:	Year	Persons
	1950	3,510
	1960	7,238
	1970	14,770
	1980	19,000
	1990	18,143
	1991	17,509
	1992	18,055
	1993	18,351
	1994	18,530
	1995	18,517
	1996	18,883
	1997	19,056
	1998	19,132

In Memoriam

Frederick W. Abbt

Former Selectman and School Committee Member

Margaret C. Richter

Friends of the Acton Nursing Service (FANS), Founder of Friends of the Acton Libraries, former Memorial Library Trustee and Town Report Committee Member

Edward R. Bailey

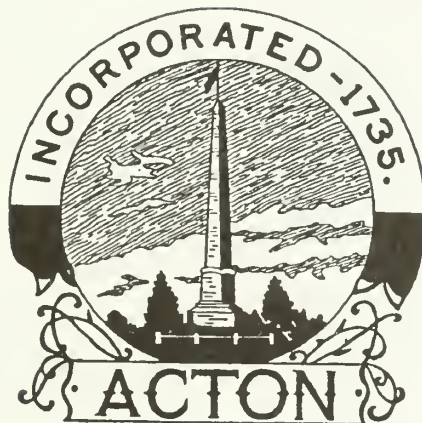
Retired Cemetery Employee and Commissioner

Charles R. Sweet

Retired Acton Firefighter

Frederick, Margaret, Ed, and Charlie will be remembered gratefully by those they touched during the performance of their many years of service to the community.

**1998
Annual
Reports**



**Town of
Acton,
Massachusetts**

**Two Hundred and Sixty-Third Municipal Year
for the year ending December 31st**

**REFERENCE DEPT.
ACTON MEMORIAL LIBRARY
MAIN STREET
ACTON, MA. 01720**

For Reference

Not to be taken from this room

*Ref
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TABLE OF CONTENTS

1. Administrative Services		
Board of Selectmen	5	
Town Manager	6	
Personnel Advisory Board	7	
Town Report Committee	7	
Volunteer Coordinating Committee	7	
2. Financial Management Services		
Board of Assessors	8	
Elizabeth White Fund	8	
Finance Committee	8	
Goodnow Fund	9	
Town Accountant	9	
Town Treasurer	10	
3. Human Services		
Commission on Disability	42	
Community Housing Corporation	42	
Council on Aging	43	
Housing Authority	43	
Public Health Nursing Service	44	
Sealer of Weights and Measures	45	
Veterans' Graves	45	
4. Education and Libraries		
Acton and Acton-Boxborough Schools Report	47	
Minuteman Science-Technology High School	58	
Acton Memorial Library	62	
West Acton Citizens' Library	65	
5. Cultural and Historical Activities		
Acton-Boxborough Cultural Council	66	
Historic District Commission	67	
Historical Commission	67	
6. Community Development		
Cable Advisory Committee	68	
Fence Viewer	68	
Hanscom Field Advisory Commission	69	
Economic Development Committee	69	
Lowell Regional Transit Authority	70	
Metropolitan Area Planning Council	71	
Planning Department	73	
Recreation Commission	74	
7. Public Works and Environment		
Board of Appeals.....	75	
Building Department	75	
Cemetery Commission	75	
Engineering Department	76	
Highway Department	78	
Municipal Properties	78	
Natural Resources	80	
8. Community Safety		
Animal Inspector	82	
Board of Health	82	
Dog Officer	84	
Emergency Management Agency	84	
Auxiliary Fire Department	85	
Explorer Post 7, Search and Rescue Team	85	
Fire Department	86	
Police Department	90	
9. Legislative		
Annual Town Meeting — April 6, 1998	92	
Abstract of Special Town Meeting— October 5, 1998..	111	
Abstract of Special Town Meeting – December 1, 1998..	116	
10. Town Elections and Statistics		
Annual Town Election — March 31, 1998	118	
State Primary — September 15, 1998..	119	
State Election — November 3, 1998	124	
Special Town Election — December 8, 1998	129	
Vital Statistics	130	
Voter Statistics	130	
11. Acton Information		
National, State, and County Officials	132	
Elected Town Officials	133	
Appointments by Moderator	133	
Appointments by Selectmen	133	
Appointments by Town Manager	135	
Street/Precinct List	137	
Map of Acton	140	
At Your Service	Back Cover and Inside Back Cover	

ADMINISTRATIVE SERVICES

BOARD OF SELECTMEN

1998 was an incredibly busy year for all of us. Seemed like we were having Town Meetings or elections monthly. In March Peter Ashton, a former Finance Committee member was elected to the seat vacated by Bill Mullin. As is customary, our board reorganized after the end of the Annual Town meeting. Wayne Friedrichs was elected Chairman, Herman Kabakoff, Vice Chairman and Nancy Tavernier, Clerk. Nancy recently announced that she would not seek re-election in March. Her energy and commitment to Acton is only exceeded by the tremendous amount of time she gives in order to make Acton a better place for all of us.

Our January 1998 Special Town Meeting brought warrant articles for new elementary schools. The school project passed Town Meeting vote but lost at the ballot box (by about 30 votes out of a total of 3,500). The December Special Town Meeting brought a revised capital building plan that included the elementary "twin" school and a major renovation and expansion of the Regional Junior High. This time the projects passed both Town Meeting and the special election. These projects will result in additional classrooms and are the first steps in reducing the existing and projected large class sizes caused by significant enrollment increases.

The October Special Town Meeting brought us a much needed and long overdue revised Regional School Agreement with Boxborough. The cost sharing of both the operating costs and the capital costs are more equitably distributed under the new agreement, which also allows for some future flexibility.

Ed Reform, implemented in 1993, has been a multifaceted program. It has brought increased SPED (Special Education) costs while also providing considerable State funding (about \$2M per yr.). Unfortunately, the formula that determines our level of funding does not adequately consider the enrollment increases in towns like Acton. This leaves us short on the funding scale. Ed Reform was established as a 7-year program expiring in year 2000. There is no present State plan to extend Ed Reform but we expect another version of it to continue to allocate some amount of State funding for Acton. We are watching this with anxious anticipation.

Our decades old sewer saga continues. The original cost estimate for the first phase, the Middle Fort Pond Sewer District, grew from \$11.5M to \$17M to \$21+M. This, combined with interest free State funding limited (for this year) to the original \$11.5M, has taken us back to the drawing board to review the feasibility of retreating to an \$11.5M plan.

For a number of years we have known that many of the main campus school septic systems have been failing and require treatment facilities and total rebuild or connection to a (municipal) sewerage system. Any additional development of Kelley's Corner is limited due to lack of sewers. Parts of Acton, especially South Acton, are in dire need of sewers. The battle for solutions to these problems continues.

Acton's Planning Board and Planning Dept. initiated the daunting task of updating our 1991 Master Plan. Using inputs from consultants, staff and residents through a series of meetings and public hearings, a 1998 Master Plan update was developed. Changes too numerous to list were made, including adding a section on Economic Development. Probably the most important change is the emphasis on controlling residential development while encouraging responsible commercial growth. We expect this 1998 Master Plan to guide us into the Millennium. Executive Summary copies will be available in early 1999 for all citizens with the entire Master Plan accessible at Town Hall and the Memorial Library.

Our newly formed Recreation Department has been staffed with Nancy McShea as Recreation Director. We welcome her to Acton. She is obviously spending much of her time on NARA (North Acton Recreation Area) which is coming along nicely. All of the earth moving is complete, the pond is full and the buildings, and landscaping should be ready for the grand opening presently scheduled for September 1999. NARA will provide much needed and varied recreational activities for all of our citizens.

An independent (not Town) group of 150 citizens was garnered by Mary Michelman to form the Acton Stream Team. They surveyed every body of running water in Acton and reported that our waterways are in fairly good condition. They effected cleanups and include in their goal remediation wherever possible. We thank and encourage Mary and the Acton Stream Team.

The Memorial Library is in the process of moving into its expanded and renovated facility. This should be complete in early 1999.

The ARRT (Assabet River Rail Trail) is developing. When complete, it will provide a bicycle trail linking the towns of Acton, Maynard, Stow, Hudson, and Marlboro.

As a result of new EPA and DEP regulations, our NESWC solid waste disposal site is required to construct air pollution control upgrades to the tune of \$43M shared by the 23 NESWC communities (Acton's share of about 5%). Negotiations have brought the cost down to \$35.5M. Negotiations continue with some additional savings on the horizon. These savings to Acton

and the other 22 communities are chiefly a result of time and effort by Bob Moroney of Manchester-by-the-Sea and John Murray our Assistant Town Manager. Our thanks to Bob and John.

We are fortunate to have able and hardworking staff in all departments led by Don Johnson and John Murray and supported by Christine Joyce and Sheryl Ball. Their competence and commitment to Acton are appreciated. We also appreciate the more than 200 volunteers who contribute their time and energies to our many boards and committees. We invite and welcome all citizens interested in serving as volunteers.

Acton continues to be a highly desirable place to live. Our schools, libraries, recreation areas, police, fire, and highways rival most towns.

We have what we have because of cooperation among us. Let's keep pulling - together.

Wayne L. Friedrichs
Chairman
Herman Kabakoff, Vice-Chair
Nancy Tavernier, Clerk
Peter Ashton, Member
Doré Hunter, Member
Acton Board of Selectmen

TOWN MANAGER REPORT_____

Calendar year 1998, for many, many reasons, has truly been a good and productive year. The following are among the highlights:

- The addition and renovations to the Memorial Library are nearly complete and we will be moving back into this marvelous facility shortly.
- The North Acton Recreation Area has continued to progress well this year...most of the site work is completed, the pond is beautiful and the contract is in place for construction of the bathhouse and amphitheater. We expect these facilities to be ready for opening day in the Fall of 1999.
- The design phase of the Middle Fort Pond Brook Sewer District is well underway and construction is expected to begin as early as this coming Summer.
- Voters gave the "go-ahead" in December for the Design and construction of both a "twin" elementary school and a major expansion/renovation of the Junior High School.

Annual Reports record the activities and achievements of the preceding year. I have done that briefly above. The year ahead 1999, is so unique, however, that it deserves special attention in this year's report.

We are moving into the last full year before the year 2000. The New Millennium brings with it the "Y2K Problem". Never before in the history of man has timekeeping been so potentially disruptive. Today, as we look forward with some degree of anxiety as to how our technology will process dates in the year 2000 we are fearful that it may not be able to do so. When this message is written next year we will have been through the January 1, 2000, date change and we will know how successful we were (or were not) in anticipating and solving the problems. For now it is important to note the types of issues we are anticipating and the precautions we are taking. Next year we will evaluate our level of success.

The potential exists for major disruptions in critical services at Y2K. Typically, we anticipate that computers and software programs need to be Y2K compliant. There are many areas, however, where potential problems are much more subtle. We are concerned that chips, embedded in various components could cause problems with our Police Cruisers, Fire Trucks, Ambulances, Snow Plows, emergency generators, gas pumps, communications equipment, public and private water supply pumps, sewer collection and treatment facilities, traffic lights and elevators. Failures in any of these areas could be catastrophic. If there are problems, Local Government will be expected to maintain the peace and protect public health, safety and welfare. In order to do so, the systems noted above must be operational. We must not be caught off guard.

Acton's Local Government is obligated to deal with the unknowns of Y2K and we are preparing to do so. We are communicating with vendors to determine, as best we can, whether there will be problems with their products and we are verifying with all of our computer suppliers (both hardware and software) that our equipment will be Y2K compliant. More importantly, we are developing our "mission critical" inventory (with Public Safety systems as the top priority). We have convened our Local Emergency Preparedness Committee and assigned that group the responsibility of assuring that we anticipate and prepare for the various public health, safety and welfare scenarios that are possible on January 1, 2000, and the days and months following. Additionally, all Municipal Staff has been put on notice that they should be prepared for and may be called out in an emergency situation of unknown type or magnitude. We sincerely hope that everyone has a joyous celebration, with none of the predicted complications but, should things go wrong, we are preparing to respond appropriately.

Respectfully submitted,

Don P. Johnson, Town Manager

PERSONNEL ADVISORY BOARD_____

The Personnel Advisory Board was established in 1996 as an advisory group to provide guidance and assistance to the Town's Human Resources Director in dealing with Personnel issues. The board met three times in 1998 with its staff advisor, Mr. Charles Jones, who is the town's Human Resources Director.

Three were no major Personnel projects undertaken in 1998 as all bargaining unit negotiations were completed and new contracts became effective on July 1, 1998. A review of the Personnel Bylaw and employment policies and practices showed that the Town is in compliance with current state and federal employment laws.

The Board agreed to limit further meetings to those necessary to provide assistance to the Human Resource Director, Town Manager or Board of Selectmen as requested. At its last meeting in 1998, The Personnel Advisory board elected Chris Mar as Chairman for 1999.

We take this opportunity to thank Kelly Ryder for her service to the Board, Kelly resigned from the board in 1998 due to the birth of her third child. We encourage anyone who is interested in serving on the Personnel Advisory Board to contact the Volunteer Coordinating Committee.

Board Members
John Donnelly
Christopher Mar, Chairman
William Shupert
Diane Yasgur

TOWN REPORT COMMITTEE_____

I am sorry to report that Volunteer Coordinating Committee was unable to recruit volunteers to prepare and coordinate the Annual Town Report. I urge you to consider serving on this committee. The Committee is active compiling the report during January, and February working toward its goal of having the report available at the Town Election in March each year.

Again this year, Belle Choate has provided many of the pictures in this report. Ann Chang of the Acton Memorial Library Trustees has helped me with the review of proofs and related materials that the vendor has provided us, as well as selection and placement of the photographs that appear within this year's Report.

Thank you staff and committees who submitted reports in a timely manner.

I remain hopeful that this committee will again be revived and that a committee of volunteers will prepare this very important archive of Acton's history.

Christine M. Joyce
Town Manager's Office

VOLUNTEER COORDINATING COMMITTEE_____

Acton is fortunate to have an active and dedicated volunteer force serving on approximately 28 volunteer boards of town government. Some examples are the Cable Advisory Committee, the Conservation Commission, the Council on Aging, the Historical Commission, and the Planning Board.

The Volunteer Coordinating Committee (VCC) works for the Board of Selectmen and the Town Manager to help staff town boards. We monitor the status of committee membership and recommend reappointment of members who are eligible and wish to serve additional terms.

During 1998 over 150 people served as volunteers on town boards. the VCC interviewed twenty-two candidates to fill openings.

Acton's volunteer boards contribute thousands of hours of valuable and much appreciated service to the town. We encourage anyone who is interested in serving on any town committee to fill out a volunteer application. Applications are available at town hall, the libraries and the Town Report.

Thank you to all those volunteers, who contributed so much to the Town of Acton

Nancy Whitcomb, Chairman
Charles Husbands, Clerk
Sheila Kelly
Doris Prendiville
Jean Schoch

FINANCIAL MANAGEMENT SERVICES

BOARD OF ASSESSORS

The Board of Assessors regular scheduled meetings are on the first Wednesday of each month at 6:00 P.M. in the Town Hall. Additional meetings are held as needed. Dates and times are posted 48 hours in advance.

Every nine years the Town must complete a total revaluation program in order to meet state guidelines. This process was done and completed during the course of the year. Property values were successfully updated for January 1, 1997 and state certification was granted.

FISCAL YEAR 1998 VALUATION SUMMARY

		% of total
Residential	1,481,824,800	85.0%
Commercial	155,244,700	8.9%
Industrial	71,647,000	4.1%
Personal property	34,207,058	2.0%
Total Taxable Value	1,742,923,558	100%

Tax Rate

Residential	Com/Ind/PP
\$18.31	\$18.31

David Brown, Chairman
James Kotanchik
Donald Rhude
Lester Goodridge, Associate

The FY99 assessment figures are available at the Assessors Office.

ELIZABETH WHITE FUND

A permanent fund was bequeathed to the Town of Acton by George R. White, in memory of his mother, Elizabeth. The income from the fund is to be used only "in relieving the necessities of the deserving poor and unfortunate. It shall be the duty of the Town to anticipate such necessity of aid assistance by inquiry and investigation, in advance of claims as far as possible, in order that sensitive and deserving people may receive assistance, who might, because of publicity, refrain from making application of aid."

The Board of Selectmen approved the White Fund Trustees' request for a total distribution of \$3,525.00. The funds were given to individuals and households in need.

Cornelia Huber
Francis Joyner
John Powers
Trustees

FINANCE COMMITTEE

The Finance Committee is composed of nine voting members and three associate members, all of whom are appointed by the Town Moderator for three-year terms. The committee members may not simultaneously serve on any other standing committee having to do with the expenditures of Town funds. The committee meets monthly from April to November, bi-weekly in December and January, and weekly from February until the Annual Town Meeting. In preparation for any Special Town Meeting, the committee will meet more frequently as appropriate. Members also attend Board of Selectmen and School Committee meetings as appropriate.

The Finance Committee is concerned with Acton's financial status, and consequently, concentrates on Acton's four budget entities: the Municipality, Minuteman Tech, the Public Schools, and the Regional Schools. We review these associated budgets, make recommendations to the Board of Selectmen and the School Committee, as appropriate, and present the committee's assessment to the Annual Town Meeting. In addition, the Finance Committee issues an opinion on each of the Warrant articles presented to the Town Meeting.

The Finance Committee participates in the five-year capital planning process which addresses the major capital expenditures of the Town and the schools. The Board of Selectmen, the School Committees, and the Finance Committee attempt to balance economically and judiciously the necessary capital expenditures over the five-year period. This annual planning process

updates the five-year plan in multiple sessions with the Board of Selectmen and School Committees. The five-year capital budget is presented to the Annual Town Meeting.

Members of the Finance Committee represent the committee through participation in the Acton Leadership Group, the Acton 2001 Workshops, the Economic Development Committee, the Master Planning Committee, the Acton Sewer Committee and the School Advisory Building Committee. Thanks in part to these programs, the Selectmen, the School Committees, and the Town and school staff have advanced in their efforts to work together to meet the challenges facing Acton with emphasis on the total community requirements.

The Finance Committee wishes to thank the Board of Selectmen and the School Committees along with their staff for providing the information which has allowed us to perform our financial analyses.

Tom Mackey, Chair
 John Prendiville, Vice-Chair
 Drew Elder, Clerk
 Bob Evans
 Sidney Johnston
 Bob Miller
 Charles Olmstead
 Jack Reetz
 Rheta Roeber
 Jennifer Millikin, Associate
 Thomas Oldham, Associate
 Gregg Savage, Associate

TOWN ACCOUNTANT_____

I am herewith submitting the Annual Report of the Town of Acton for the period ended June 30, 1998. This report includes the following documents:

1. Independent Auditor's Report and General Purpose Financial Statements for the year ended June 30, 1998.
2. Department Object Budget for Period Ended December 31, 1998.

Schedule A, the Annual Town Financial Report, which is submitted to the Massachusetts Department of Revenue, is available for examination in the office of the Town Accountant weekdays from 8 A.M. to 5 P.M.

GOODNOW FUND_____

The Goodnow Fund specifies that the interest earned each year be used to pay for perpetual care of the Goodnow Lot in Woodlawn Cemetery and the balance to go to the Acton Congregational Church to be used towards the minister's salary.

Investment	\$3,000.00
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Receipts and Disbursements

Interest earned July 1, 1997 to June 30, 1998	369.17
Town of Acton for perpetual Care	20.00
Balance to the Treasurer of the Acton Congregational Church	349.17

Sincerely,

Mable Grekula
 Frances Moretti
 Shirley Towle
 Trustees of the Goodnow Fund

BROWN & BARRETT
Certified Public Accountants
25 Cemetery Street - P.O. Box 230
Mendon, Massachusetts 01756

(508) 478-3941
FAX: (508) 478-1779

Robert E. Brown II, C.P.A.
Stephen G. Barrett, C.P.A.

INDEPENDENT AUDITOR'S REPORT

To the Honorable Board of Selectmen
Town of Acton, Massachusetts

We have audited the accompanying general purpose financial statements of the Town of Acton, Massachusetts as of and for the year ended June 30, 1998, as listed in the table of contents. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Consistent with the practice of most municipalities in the Commonwealth of Massachusetts, the Town does not capitalize the cost of general fixed assets as required by generally accepted accounting principles. The effects on financial position, results of operations and changes in financial position due to this departure from generally accepted accounting principles is not reasonably determinable.

In our opinion, except for the effect of the item discussed in paragraph 3, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Town of Acton, Massachusetts, as of June 30, 1998, and the results of its operations and the cash flows of its nonexpendable trust funds for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplementary data listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Town of Acton, Massachusetts. The supplementary data have been subjected to the auditing procedures applied in the examination of the general purpose financial statements and, in our opinion, are fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Brown & Barrett

A handwritten signature in cursive script that reads "Brown & Barrett".

Certified Public Accountants

October 13, 1998

TOWN OF ACTON, MASSACHUSETTS
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUP
JUNE 30, 1998

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES	FIDUCIARY FUND TYPES	ACCOUNT GROUP	TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	INTERNAL SERVICE	TRUST AND AGENCY	GENERAL LONG-TERM OBLIGATIONS	
ASSETS AND OTHER DEBITS:							
CASH AND CASH EQUIVALENTS	\$ 5,979,709	\$ 5,259,604	\$ 2,940,401	\$ 80,127	\$ 1,385,884	\$ -	\$ 15,645,725
INVESTMENTS	1,338,026	-	-	7,232,790	2,468,318	-	11,039,134
INVESTMENT IN DEFERRED COMPENSATION PLAN	-	-	-	-	2,390,717	-	2,390,717
RECEIVABLES:							
PROPERTY TAXES	367,535	-	-	-	-	-	367,535
MOTOR VEHICLE EXCISE	227,156	-	-	-	-	-	227,156
OTHER EXCISE TAXES	-	-	-	-	-	-	-
TAX TITLES	707,082	-	-	-	-	-	707,082
DEPARTMENTAL	38,022	60,501	-	88,920	22,322	-	209,765
INTERGOVERNMENTAL	-	66,394	-	-	-	-	66,394
OTHER ASSETS	144,794	-	-	400,000	-	-	544,794
AMOUNT TO BE PROVIDED FOR RETIREMENT OF GENERAL LONG-TERM OBLIGATIONS	-	-	-	-	-	9,138,945	9,138,945
TOTAL ASSETS AND OTHER DEBITS	\$8,802,324	\$ 5,386,499	\$2,940,401	\$ 7,801,837	\$ 6,267,241	\$ 9,138,945	\$ 40,337,247
=====							
LIABILITIES, FUND EQUITY AND OTHER CREDITS:							
ACCOUNTS PAYABLE	\$ 863,132	\$ 82,414	\$ 12,608	\$ 229,725	\$ 1,297	\$ -	\$ 1,189,176
PAYROLL WITHHOLDINGS PAYABLE	-	-	-	-	245,994	-	245,994
OTHER LIABILITIES	72,867	-	-	-	253,296	-	326,163
COMPENSATED ABSENCES	-	-	-	-	-	1,948,945	1,948,945
DEFERRED COMPENSATION PAYABLE	-	-	-	-	2,390,717	-	2,390,717
RESERVE FOR ABATEMENTS	1,484,589	-	-	-	-	-	1,484,589
DEFERRED REVENUE	-	123,025	-	-	22,242	-	145,267
BONDS PAYABLE	-	-	-	-	-	7,190,000	7,190,000
TOTAL LIABILITIES	2,420,588	205,439	12,608	229,725	2,913,546	9,138,945	14,920,851
FUND EQUITY:							
RETAINED EARNINGS:							
UNRESERVED	-	-	-	7,572,112	-	-	7,572,112
FUND BALANCES:							
RESERVED:							
ENCUMBRANCES	2,681,305	-	-	-	-	-	2,681,305
ENDOWMENTS	-	-	-	-	1,288,082	-	1,288,082
UNRESERVED:							
DESIGNATED (NOTE 8)	708,520	5,181,060	2,927,793	-	2,065,613	-	10,882,986
UNDESIGNATED (NOTE 7)	2,991,911	-	-	-	-	-	2,991,911
TOTAL FUND EQUITY	6,381,736	5,181,060	2,927,793	7,572,112	3,353,695	-	25,416,396
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$8,802,324	\$ 5,386,499	\$2,940,401	\$ 7,801,837	\$ 6,267,241	\$ 9,138,945	\$ 40,337,247
=====							

The accompanying notes are an integral part of these general purpose financial statements

TOWN OF ACTON, MASSACHUSETTS
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND EQUITY
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
 YEAR ENDED JUNE 30, 1998

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPE	TOTALS
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	EXPENDABLE TRUST	(MEMORANDUM ONLY)
REVENUES:					
PROPERTY TAXES	\$ 31,809,088	\$ -	\$ -	\$ -	\$ 31,809,088
INTERGOVERNMENTAL - STATE	2,783,462	735,053	1,557,581	-	5,076,096
INTERGOVERNMENTAL - FEDERAL	-	186,556	-	-	186,556
MOTOR VEHICLE EXCISE	2,102,780	-	-	-	2,102,780
INVESTMENT INCOME	397,987	151,954	-	147,370	697,311
OTHER	<u>1,097,419</u>	<u>2,268,075</u>	<u>-</u>	<u>-</u>	<u>3,365,494</u>
TOTAL REVENUES	<u>38,190,736</u>	<u>3,341,638</u>	<u>1,557,581</u>	<u>147,370</u>	<u>43,237,325</u>
EXPENDITURES:					
CURRENT:					
GENERAL GOVERNMENT	4,699,766	1,498,441	-	24,380	6,222,587
PUBLIC SAFETY	4,392,464	73,130	-	164	4,465,758
EDUCATION	24,390,696	709,855	-	-	25,100,551
PUBLIC WORKS	1,795,613	740,140	-	-	2,535,753
LIBRARY	558,021	32,425	-	1,780	592,226
PENSIONS	839,873	-	-	-	839,873
INSURANCE	1,321,011	-	-	-	1,321,011
STATE AND COUNTY ASSESSMENTS	101,264	-	-	-	101,264
CAPITAL OUTLAY	-	-	4,377,704	-	4,377,704
DEBT SERVICE:					
PRINCIPAL RETIREMENT	375,000	-	-	-	375,000
INTEREST	<u>(88,796)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(88,796)</u>
TOTAL EXPENDITURES	<u>38,384,912</u>	<u>3,053,991</u>	<u>4,377,704</u>	<u>26,324</u>	<u>45,842,931</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(194,176)	287,647	(2,820,123)	121,046	(2,605,606)
OTHER FINANCING SOURCES (USES):					
PROCEEDS FROM PERMANENT FINANCING	611,900	-	5,988,100	-	6,600,000
OPERATING TRANSFERS IN	197,512	667,000	-	125,512	990,024
OPERATING TRANSFERS OUT	<u>(667,000)</u>	<u>(82,020)</u>	<u>(45,747)</u>	<u>(69,745)</u>	<u>(864,512)</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>142,412</u>	<u>584,980</u>	<u>5,942,353</u>	<u>55,767</u>	<u>6,725,512</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	(51,764)	872,627	3,122,230	176,813	4,119,906
FUND EQUITY AT BEGINNING OF YEAR	<u>6,433,500</u>	<u>4,308,433</u>	<u>(194,437)</u>	<u>1,888,800</u>	<u>12,436,296</u>
FUND EQUITY AT END OF YEAR	\$ 6,381,736	\$ 5,181,060	\$ 2,927,793	\$ 2,065,613	\$ 16,556,202
	=====	=====	=====	=====	=====

The accompanying notes are an integral part of these general purpose financial statements

TOWN OF ACTON, MASSACHUSETTS
COMBINED STATEMENT OF REVENUES AND EXPENDITURES - BUDGETARY BASIS
GENERAL AND SPECIAL REVENUE FUNDS - BUDGET AND ACTUAL
YEAR ENDED JUNE 30, 1998

	GENERAL FUND			SPECIAL REVENUE FUNDS		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:						
PROPERTY TAXES	\$ 31,269,578	\$ 31,345,723	\$ 76,145	\$ -	\$ -	\$ -
INTERGOVERNMENTAL - STATE	2,778,471	2,783,462	4,991	-	-	-
CHARGES FOR SERVICES	-	-	-	-	-	-
MOTOR VEHICLE EXCISE	2,062,000	2,102,780	40,780	1,624,262	1,999,778	375,516
INVESTMENT INCOME	460,000	397,987	(62,013)	-	-	-
OTHER	870,868	1,097,419	226,551	-	30,570	30,570
TOTAL REVENUES	37,440,917	37,727,371	286,454	1,624,262	2,030,348	406,086
EXPENDITURES:						
MUNICIPAL GOVERNMENT	12,073,347	11,851,909	221,438	-	-	-
ACTON LOCAL SCHOOLS	12,981,268	12,981,267	1	-	-	-
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT	10,705,049	10,704,987	62	-	-	-
MINUTEMAN REGIONAL SCHOOL DISTRICT	326,278	311,838	14,440	-	-	-
STATE AND COUNTY ASSESSMENTS	116,477	101,264	15,213	-	-	-
CAPITAL OUTLAY ARTICLES	-	-	-	-	-	-
MUNICIPAL GOVERNMENT	2,205,190	2,205,190	-	-	-	-
ACTON LOCAL SCHOOLS	448,500	448,500	-	-	-	-
TRANSFER STATION	-	-	-	1,473,014	773,236	699,778
COUNCIL ON AGING TRANSPORTATION SERVICES	-	-	-	46,916	46,916	-
NURSING SERVICES	-	-	-	587,682	436,912	150,770
SEPTAGE DISPOSAL	-	-	-	183,650	98,842	84,808
TOTAL EXPENDITURES	38,856,109	38,604,955	251,154	2,291,262	1,355,906	935,356
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(1,415,192)	(877,584)	537,608	(667,000)	674,442	1,341,442
OTHER FINANCING SOURCES (USES):						
BOND PROCEEDS	611,900	611,900	-	-	-	-
OPERATING TRANSFERS IN	115,692	197,512	81,820	667,000	667,000	-
OPERATING TRANSFERS OUT	(674,300)	(667,000)	7,800	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	52,792	142,412	89,620	667,000	667,000	-
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	(1,362,400)	(735,172)	627,228	-	1,341,442	1,341,442
OTHER BUDGET ITEMS:						
NET TRANSFER FROM UNDESIGNATED FUND BALANCE	1,362,400	1,362,400	-	-	-	-
NET BUDGET AND ACTUAL	\$ -	\$ 627,228	\$ 627,228	\$ -	\$ 1,341,442	\$ 1,341,442

The accompanying notes are an integral part of these general purpose financial statements

TOWN OF ACTON, MASSACHUSETTS
 COMBINED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS/FUND EQUITY
 ALL PROPRIETARY FUND TYPES AND SIMILAR TRUST FUNDS
 YEAR ENDED JUNE 30, 1998

	PROPRIETARY FUND TYPES	FIDUCIARY FUND TYPES	TOTALS (MEMORANDUM ONLY)
	INTERNAL SERVICE	TRUST AND AGENCY	
OPERATING REVENUES:			
INCOME FROM EMPLOYER AND MEMBER CONTRIBUTIONS	\$ 4,320,867	\$ -	\$ 4,320,867
DONATIONS	-	56,793	56,793
OTHER INCOME	242,155	-	242,155
INVESTMENT INCOME	<u>364,956</u>	<u>125,512</u>	<u>490,468</u>
TOTAL OPERATING REVENUES	<u>4,927,978</u>	<u>182,305</u>	<u>5,110,283</u>
OPERATING EXPENSES:			
GENERAL SERVICES	<u>3,900,569</u>	<u>-</u>	<u>3,900,569</u>
TOTAL OPERATING EXPENSES	<u>3,900,569</u>	<u>-</u>	<u>3,900,569</u>
OPERATING INCOME	1,027,409	182,305	1,209,714
OPERATING TRANSFERS TO OTHER FUNDS	<u>-</u>	<u>(125,512)</u>	<u>(125,512)</u>
NET INCOME	1,027,409	56,793	1,084,202
RETAINED EARNINGS/FUND EQUITY AT BEGINNING OF YEAR	<u>6,544,703</u>	<u>1,231,289</u>	<u>7,775,992</u>
RETAINED EARNINGS/FUND EQUITY AT END OF YEAR	<u>\$ 7,572,112</u>	<u>\$ 1,288,082</u>	<u>\$ 8,860,194</u>
	=====	=====	=====

The accompanying notes are an integral part of these general purpose financial statements

TOWN OF ACTON, MASSACHUSETTS
COMBINED STATEMENT OF CASH FLOWS
ALL PROPRIETARY FUND TYPES AND SIMILAR TRUST FUNDS
YEAR ENDED JUNE 30, 1998

	PROPRIETARY FUND TYPES	FIDUCIARY FUND TYPES	TOTALS (MEMORANDUM ONLY)
	INTERNAL SERVICE	TRUST AND AGENCY	
CASH FLOWS FROM OPERATING ACTIVITIES:			
CASH RECEIVED FROM CUSTOMERS AND USERS	\$ 4,730,526	\$ -	\$ 4,730,526
CASH RECEIVED FROM DONATIONS	-	56,792	56,792
INVESTMENT INCOME	364,956	125,512	490,468
CASH PAID TO/FOR SERVICES	(4,077,339)	-	(4,077,339)
NET CASH PROVIDED BY OPERATING INCOME	<u>1,018,143</u>	<u>182,304</u>	<u>1,200,447</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:			
OPERATING TRANSFER - OUT TO EXPENDABLE TRUST FUNDS	-	(125,512)	(125,512)
CASH FLOWS FROM INVESTING ACTIVITIES:			
PROCEEDS FROM SALE AND MATURITIES OF INVESTMENTS SECURITIES	-	(56,792)	(56,792)
NET INCREASE IN CASH AND CASH EQUIVALENTS	1,018,143	-	1,018,143
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>6,294,774</u>	<u>75,899</u>	<u>6,370,673</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 7,312,917</u>	<u>\$ 75,899</u>	<u>\$ 7,388,816</u>
	=====	=====	=====
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES			
OPERATING INCOME	\$ 1,027,409	\$ 182,304	\$ 1,209,713
ADJUSTMENTS TO RECONCILE OPERATING INCOME TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:			
(INCREASE) DECREASE IN ACCOUNTS RECEIVABLES	167,504	-	167,504
(INCREASE) DECREASE IN DEPOSITS	-	-	-
INCREASE (DECREASE) IN ACCOUNTS PAYABLE	(176,770)	-	(176,770)
TOTAL ADJUSTMENTS	<u>(9,266)</u>	<u>-</u>	<u>(9,266)</u>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>\$ 1,018,143</u>	<u>\$ 182,304</u>	<u>\$ 1,200,447</u>
	=====	=====	=====

The accompanying notes are an integral part of these general purpose financial statements

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 1. Summary of Significant Accounting Policies

A. Reporting Entity

The government is a municipal corporation governed by an elected five-member Board of Selectmen.

B. Fund Accounting

The accounts of the Town are organized on the basis of funds and an account group, each of which is considered a separate accounting entity. The operations of each fund are accounted for in a set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, expenditures or expenses and other financing sources and uses. The individual funds account for the government resources allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions. The various funds and account group are grouped by fund categories and fund types as follows:

Governmental Funds Types. Governmental Funds are those through which most governmental functions of the Town are typically financed. The acquisition, use, and balances of the government's expendable financial resources and the related liabilities (except those accounted for in proprietary funds and the long-term debt account group) are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position rather than upon net income determination. The following are the Town's governmental fund types:

General Fund - The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

Capital Projects Funds - The Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital assets (other than those financed by proprietary and trust funds).

Proprietary Fund Types. Proprietary Funds are used to account for the Town's ongoing organizations and activities which are similar to those often found in the private sector. The measurement focus is upon determination of net income. The following are the Town's proprietary fund types:

Internal Service Fund - The Internal Service Fund is used to account for the financing of services provided by one department or agency to other departments or agencies of the Town, or to other governmental units, on a cost-reimbursement basis. The Town operates an internal service fund to account for operations of a public-entity risk pool for employee health claims. The Town is the predominant participant in a pool that includes the employees of the Acton-Boxborough Regional School District and the Acton Water District.

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 1. Summary of Significant Accounting Policies, continued

Fiduciary Fund Types. Fiduciary funds are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds. The following are the Town's proprietary fund types:

Agency Funds - are used to account for funds that are custodial in nature and do not involve the measurement of operations.

Expendable Trust Funds - are used to account for trust fund principal and income that may be expended in accordance with conditions of the trust. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

Nonexpendable Trust Funds - are used to account for trusts where the principal must remain intact. Generally income earned on nonexpendable trust principal may be expended in accordance with the conditions of the trust. In order to conform with state mandated accounting guidelines for local governments the Town maintains only the nonexpendable portion of the trust in the nonexpendable trust fund. The portion of the trust that is expendable is maintained in the expendable trust fund. All expendable income or additions earned by the nonexpendable trust fund are transferred to the expendable trust fund. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

Account Group. An account group is used to establish accounting control and accountability for the Town's general long-term debt. The following is a description of the Town's account group:

General Long-Term Obligations Account Group - This account group is used to account for all long-term obligations of the Town.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The basis of accounting used for each fund is as follows:

Governmental Funds, Expendable Trust and Agency Funds

The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Accordingly, revenues are recognized when they become both measurable and available, while expenditures are generally recognized when the related fund liability is incurred, with the exception of unmatured interest on general long-term debt, which is recognized when due. Accordingly, assets and the related liabilities are recognized when the asset becomes both measurable and available. The governmental fund measurement focus is on

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 1. Summary of Significant Accounting Policies, continued

determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures, and changes in fund equity is the primary governmental fund operating statement.

Those revenues susceptible to accrual are property taxes, investment income and intergovernmental revenue. Motor vehicle excise taxes, licenses and permits, charges for services, fines and forfeits, and miscellaneous revenues are recorded as revenues when received in cash because they are not generally measurable until actually received.

In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are essentially two types of these revenues: (1) revenues recognized based upon the expenditures recorded and (2) revenues recognized at the time of receipt or earlier, if the susceptible to accrual criteria are met.

The Town reports deferred revenue on its combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received by the Town before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In the subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Proprietary and Nonexpendable Trust Funds

The accrual basis of accounting is utilized by proprietary fund types and nonexpendable trust funds. Their revenues are recorded when they are earned, and their expenses are recognized when they are incurred.

D. Budgets and Budgetary Accounting

The Town is required to adopt an annual budget for the general fund. The Town is also required to adopt a budget for the expenditure of any other funds that have not been specifically authorized by any other statute. An annual budget is adopted for the Town's General Fund, Transfer Station Special Revenue Fund, Septage Disposal Special Revenue Fund, Nursing Services Special Revenue Fund, and Council on Aging Van Service Special Revenue Fund. Budget amendments may occur throughout the fiscal year. Although legislative approval is required for certain capital project and borrowing authorizations, annual budgets are not prepared for any other funds, other than those already noted, and therefore comparison of budget to actual is only presented for the General Fund and the Special Revenue Funds that adopt annual budgets.

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

1. Summary of Significant Accounting Policies, continued

The Town adopts an operating budget for each of the funds that are required to maintain budgets. The legal budgetary control for the operating budget is at the fund level. Administrative control is maintained through the establishment of more detailed line-item budgets.

Generally all unencumbered operating budgets lapse, except project budgets. The general fund has some appropriations that are referred to as article appropriations. These article appropriations, by specific legislative vote, lapse when the intent of the article has been fulfilled. These article appropriations may not lapse at the end of each fiscal year.

The Town's budgets are prepared on a budgetary basis, according to the Municipal finance laws of the State of Massachusetts, that differ in some respects from generally accepted accounting principles (GAAP basis). The major differences between the budget and GAAP basis are that:

- (a) Budgeted revenues are recorded when cash is received, except for real estate and personal property taxes, which are recorded as revenue when levied (budget), as opposed to when susceptible to accrual (GAAP);
- (b) Encumbrances are treated as expenditures in the year the commitment to purchase is made. Also, non-lapsing article appropriations are treated as budgetary expenditures in the fiscal year they are authorized.

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting - under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation - is utilized in the governmental funds. Encumbrances outstanding at year end are reported as reservations of fund balances and are not liabilities. Encumbrances represent commitments which will be honored during the subsequent year.

E. Cash and Investments

Cash balances from all funds, except those required to be segregated by law, are combined to form a pool of cash. Cash balances are invested to the extent available and interest earnings are recognized in the General Fund, certain Special Revenue Funds, Capital Projects funds where required by state law and the Fiduciary Funds.

Cash includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the Town.

Investments are stated at cost or amortized cost, except for investments in the deferred compensation plan which are reported at market value.

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

1. Summary of Significant Accounting Policies, continued

F. Due To and Due From Other Funds

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet.

G. Inventories

Inventories of governmental funds are recorded as expenditures when purchased. Inventories of proprietary funds are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. Currently the Town does not have any proprietary funds that would use inventoried items in the normal course of their operation.

H. Prepaid Items

Payments made to vendors for services that will benefit periods beyond the date of this report are recorded as prepaid items.

I. Fixed Assets

The Town does not capitalize the cost of general fixed assets as required by generally accepted accounting principles (GAAP). The effects on financial position, results of operations and changes in financial position due this departure from GAAP is not reasonably determinable.

J. Compensated Absences

Compensated vacation absences are recorded as expenditures in governmental funds when they are paid. Unpaid vacation leave at year-end is recorded in the General Long-Term Debt Account Group. These unpaid amounts will be paid from expendable available resources provided for in the budget of future years.

Sick leave benefits and other compensated absences for governmental funds and proprietary funds are not accrued in the financial statements because they do not vest or allow for any termination benefits.

K. Long-Term Obligations

Long-term debt is recognized as a liability of a governmental fund when due. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term debt account group. Long-term liabilities expected to be financed from proprietary fund operations are accounted for in those funds.

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

1. Summary of Significant Accounting Policies, continued

L. Fund Equity

The unreserved fund balance for governmental funds represents the amount available for budgeting future operations. The reserved fund balance for governmental funds represents the amounts that are not appropriable for future expenditure or are legally segregated for specific purposes. Designated fund balances represent tentative plans for future use of financial resources.

Unreserved retained earnings for proprietary funds represent the net assets available for future operations or distribution.

M. Interfund Transactions

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

N. Memorandum Only - Total Columns

Total columns on the general purpose financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present consolidated financial position, results of operations or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 2. Legal Compliance - Budgets

Legal Compliance. Budgets are prepared by the Town Manager and the School Superintendent then sent to the Board of Selectmen and School Committee for approval. The budget is also sent to the Finance Committee for their review. The budget and the Finance Committee's recommendation are then submitted to Town Meeting for approval.

The Town must establish its property tax each year so that the property tax rate levy will comply with the limits established by Proposition 2-1/2, Chapter 580 of the Acts of 1980 of the Commonwealth of Massachusetts, as amended, and also equal the sum of (a) the aggregate of all annual appropriations, plus (b) the provision for prior year deficits, if any, less (c) the aggregate of all non-property tax revenues estimated to be received, including available funds. Supplemental appropriations may be made from available funds after the setting of the tax rate. All fiscal year appropriations except appropriations for special articles lapse at year end.

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 2. Legal Compliance - Budgets, continued

Adjustments necessary to convert the results of operations for the year ended June 30, 1998 on the "Budgetary basis" to the "GAAP basis" are as follows:

<u>EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</u>						
	<u>SPECIAL REVENUE FUNDS</u>					<u>TOTAL BUDGETED SPECIAL REVENUE</u>
	<u>GENERAL FUND</u>	<u>TRANSFER STATION</u>	<u>SEPTAGE DISPOSAL</u>	<u>NURSING SERVICES</u>	<u>COA VAN SERVICE</u>	
AS REPORTED ON A BUDGETARY BASIS	\$ (735,172)	\$1,329,261	\$ 17,755	\$ 528	\$ (6,102)	\$1,341,442
TO ADJUST REVENUE RECOGNITION TO THE MODIFIED ACCRUAL BASIS OF ACCOUNTING	463,365	-	-	-	-	-
TO ELIMINATE CURRENT YEAR ENCUMBRANCES	1,238,494	148	8,429	3,767	-	12,344
TO ADJUST FOR EXPENDITURES FROM PRIOR YEAR ENCUMBRANCES AND CONTINUING APPROPRIATIONS	<u>(1,018,451)</u>	<u>(70)</u>	<u>(683)</u>	<u>-</u>	<u>-</u>	<u>(753)</u>
AS REPORTED ON A GAAP BASIS	\$ (51,764)	\$1,329,339	\$ 25,501	\$ 4,295	\$ (6,102)	\$1,353,033
	=====	=====	=====	=====	=====	=====

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 3. Deposits and Investments

The Town maintains a cash pool that is available for use by all funds. Each fund types' portion of this pool is reflected on the general purpose financial statements under the caption "Cash and cash equivalents" and the interest earnings attributable to each fund type are included under "investment income".

State statutes place certain limitations on the nature of deposits and investments available to the Town. Deposits (including demand deposits, term deposits and certificates of deposit) in any one financial institution may not exceed certain levels without collateralization by the financial institutions involved. Investments can also be made in securities issued by or unconditionally guaranteed by the U.S. Government or Agencies that have a maturity of less than one year from the date of purchase, repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase and units in the Massachusetts Municipal Depository Trust ("MMDT").

In addition, the Town's trust funds have additional investment powers, most notably the ability to invest in common stocks, corporate bonds and other specified investments.

DEPOSITS

The carrying amount of the Town's deposits with financial institutions was \$15,645,205 and the bank balance was \$16,706,520. The bank balance is categorized as follows:

Amount insured by the Federal Depository Insurance Corporation (FDIC)	\$ 1,988,332
Uncollateralized and uninsured	<u>14,718,188</u>
Total bank balance	\$ 16,706,520 =====

INVESTMENTS

Investments made by the Town are summarized below. The investments that are represented by specific identifiable investment securities are classified as to credit risk by the three categories described below.

Category 1 - Insured or registered, or securities held by the Town or its agent in the Town's name.

Category 2 - Uninsured and unregistered, with securities held by counterparty's trust department or agent in the Town's name.

Category 3 - Uninsured and unregistered, with securities held by counterparty, or by its's trust department or agent but not in the Town's name.

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 3. Deposits and Investments, continued

	<u>Category</u>			<u>Carrying</u>	<u>Market</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>Amount</u>	<u>Value</u>
U.S. Obligations	\$ -	\$ 1,737,453	\$ -	\$ 1,737,453	\$ 1,757,923
Common Stocks	-	327,962	-	327,962	883,033
Total	\$ -	\$ 2,065,415	\$ -	2,065,415	2,640,956
	=====	=====	=====		
Investment in mutual fund				309,277	309,277
Investment in deferred compensation plan				2,390,717	2,390,717
Investment in state investment pool				8,664,442	8,664,442
Total investments				\$13,429,851	\$14,005,392
				=====	=====

The composition of the Town's deposits and investments fluctuates depending primarily on the timing of real estate tax receipts, proceeds from borrowings, collection of state and federal aid, and capital outlays throughout the year.

The following is a reconciliation of deposits and investments to the balance sheet categorization of "Cash and cash equivalents" and "Investments".

	<u>Deposits</u>	<u>Investments</u>
Balance as reflected above	\$ 15,645,205	\$ 13,429,851
Investment in deferred compensation plan - separately classified	-	(2,390,717)
Cash on hand	520	
Cash and Cash Equivalents'	\$ 15,645,725	
	=====	
Investments		\$ 11,039,134
		=====

Note 4. Receivables

Real and Personal Property Taxes. Real and Personal Property Taxes are based on values assessed as of each January 1 and are normally due on the subsequent August 1, November 1, February 1 and May 1. By law, all taxable property in the Commonwealth must be assessed at 100% of fair cash value. Taxes due and unpaid after the respective due dates are subject to interest and penalties assessed at 14%. The Town has an ultimate right to foreclosure on property for unpaid taxes. Property taxes are recorded as revenue in the fiscal accounting period that they become both measurable and available. "Available" means expected to be collected within 60 days after the year end of the fiscal year, except under unusual circumstances.

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 5. Risk Management

The Town participates in a self-insurance pool for health care benefits. The pool includes the Town of Acton as the primary participant, the Acton-Boxborough Regional School District and the Acton Water District. The claims administration contract holds all pool participants jointly and severally liable for claims paid.

The pool provides health care coverage for employees that qualify for and select health care coverage as an employee benefit as well as retired employees. Employees and retirees of the pool pay a percentage of an estimated health insurance premium. The percentage for employees is 10% or 15% depending on the employee labor contracts or employment policies of the pool member. All retired employees pay 50% of the established premium.

Health benefits are provided according to those offered by the Master Health Plus plan offered by Blue Cross/Blue Shield of Massachusetts. Blue Cross/Blue Shield administers the claims program for the pool. The pool pays in a standard monthly amount towards claims incurred. Annually actual claims payable (or prepaid claims deposit) are established by adjusting for actual claims and estimated claims incurred but not reported. The pool expenses are for actual claims incurred, excess claims insurance coverage, and administrative costs for the plan administrator. Excess claims insurance coverage is purchased to cover any medical claims in excess of \$60,000 per incident.

Premiums are paid into the internal service health insurance fund by all other funds of the Town of Acton and the other pool participants and are available to pay claims, claim reserves and administrative costs of the program.

An analysis of claims activities and current fund balances is presented below.

	Health Care
Claims payable June 30, 1997	\$ 406,495
Current year claims and changes in estimates	3,900,569
Actual claim payments	(4,077,339)
Claims payable June 30, 1998	\$ 229,725
	=====

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 6. Long-term Debt

The following is a summary of the composition of general long-term obligations outstanding at June 30, 1998.

DESCRIPTION	DATE OF	DATE OF	INTEREST	ORIGINAL	OUTSTANDING			OUTSTANDING
	ISSUE	MATURITY	RATES	ISSUE	JUNE 30, 1997	ADDITIONS	RETIREMENTS	JUNE 30, 1998
BONDS:								
GENERAL OBLIGATION	08/15/87	08/15/97	5.74%	1,535,000	\$ 100,000	\$ -	\$ 100,000	\$ -
GENERAL OBLIGATION	08/01/94	08/01/04	5.00%	880,000	685,000	-	95,000	590,000
MUNICIPAL PURPOSE	05/01/98	05/01/18	4.76%	6,600,000	-	6,600,000		6,600,000
TOTAL BONDS					785,000	6,600,000	195,000	7,190,000
* ACCRUED COMPENSATED ABSENCES								
					1,680,468	268,477	-	1,948,945
TOTAL GENERAL LONG-TERM OBLIGATIONS					\$ 2,465,468	\$ 6,868,477	\$ 195,000	\$ 9,138,945
					=====	=====	=====	=====

* Represents the net increase in accrued compensated absences for fiscal year 1998.

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 6. Long-term Debt, continued

General Obligations Bonds

The annual requirements to amortize all outstanding bonds, including interest, as of June 30, 1998 are as follows:

Year Ended	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
June 30, 1999	\$ 510,000	\$ 343,181	\$ 853,181
2000	505,000	316,080	821,080
2001	500,000	289,100	789,100
2002	495,000	262,275	757,275
2003	495,000	238,810	733,810
thereafter	<u>4,685,000</u>	<u>1,547,100</u>	<u>6,232,100</u>
	\$ 7,190,000	\$ 2,996,546	\$10,186,546
	=====	=====	=====

The Town is subject to the Municipal Finance Law of Massachusetts which limits the amount of net bonded debt the Town may have outstanding to 2-1/2 percent of assessed property value. The Town may incur debt outside this limit for purposes as described in Section 8 of Chapter 44 of the Massachusetts Municipal Finance Laws. At June 30, 1998, the Town had available borrowings inside the debt margin of \$57,101,375. Authorized and unissued debt as of June 30, 1998 was \$29,280,000.

The Town pays assessments under formulas which include debt service payments to other governmental agencies providing services to the Town, (commonly referred to as overlapping debt). The following summary sets forth the unaudited amount of long-term debt of each governmental entity as well as the Town's share of debt at June 30, 1998 and the town's assessment from each entity:

	<u>Bond Anticipation Notes Outstanding</u>	<u>Town's Estimated Share</u>	<u>Town's Indirect Debt</u>	<u>FY98 Assessment Including Debt Service</u>
Acton-Boxborough Regional School District	\$ 1,367,359 =====	95.00%	\$1,298,991 =====	\$ 10,704,987 =====

Middlesex County, Massachusetts. - The Town is a member of Middlesex County. In December 1996, Middlesex County defaulted on the repayment of a bond anticipation note principal and interest. On July 11, 1997, legislation by the Commonwealth of Massachusetts dissolved Middlesex County. The Commonwealth has assumed all of the obligations and will in the future assess Middlesex County member Towns for County obligations through the annual County Assessment.

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 7. Undesignated Fund Balance

In order to prepare the accompanying financial statements in accordance with generally accepted accounting principles, certain budgetary surpluses and deficits, which would otherwise be reflected on the balance sheet under the Massachusetts Statutory System, have been included in undesignated fund balances as follows:

Undesignated	\$ 3,559,370
State Under Assessment	(6,951)
Teachers Pay Deferral	<u>(560,508)</u>
	\$ 2,991,911
	=====

Note 8. Designated Fund Balance

The composition of designated fund balance is as follows:

Fund Balance Reserved For Expenditures	\$ 708,000
Fund Balance Reserved For Petty Cash	<u>520</u>
	\$ 708,520
	=====

Note 9. Contingent Liabilities

Refer to Note 6 for a discussion of commitments by the Town to the Acton Boxborough Regional School District and Middlesex County.

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

The Town is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the Town attorney the resolution of these matters will not have a material adverse effect on the financial condition of the Town.

As of June 30, 1998, the Town has loans authorized but unissued as follows:

Sewer construction	\$ 11,500,000
Middle pond sewer	10,000,000
Library expansion	2,374,100
Sewer construction	3,165,000
N. Acton recreation area	212,800
Land acquisition	688,100
Bridge construction	600,000
Sewer design	290,000
Fuel tank	250,000
Septic program	<u>200,000</u>
	\$ 29,280,000
	=====

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 10. Deferred Compensation Plan

The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Service Code Section 457. The plan, available to all government employees, permits them to defer a portion of their salary until future years. Participation in the plan is optional. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency. It is the opinion of the Town's management that the Town has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor.

Note 11. Post-Employment Health Care Benefits

In addition to providing pension benefits, the Town provides certain health care and life insurance benefits for retired employees (other than teachers). Substantially all the Town's employees may become eligible for those benefits if they reach normal retirement age while working for the Town. The cost of retiree health care and life insurance benefits is recognized as an expenditure as claims are paid. For fiscal year 1998, those costs total \$175,496 and covered 237 retirees.

Note 12. Employee Retirement System

The Town follows the provisions of GASB Statement No.27, Accounting for State and Local Government Employees, with respect to the employees retirement funds.

A. Plan Description - The Town contributes to the Middlesex County Contributory Retirement System (the "System"), a cost-sharing, multiple-employer, defined benefit pension plan administered by a county retirement board. The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the Massachusetts General Laws assigns authority to establish and amend benefit provisions of the plan, and grant cost-of-living increases, to the State legislature. The System issues a publicly available financial report which can be obtained through the Commonwealth of Massachusetts, Public Employee Retirement Administration Commission ("PERAC"), One Ashburton Place, Boston, Massachusetts 02108.

B. Funding Policy - Plan members are required to contribute to the system at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System, its share of the remaining system-wide actuarially determined contribution plus administration costs which are apportioned among the employers based on active covered payroll. The Commonwealth of Massachusetts reimburses the System for a portion of benefit payments for cost of living increases. The contributions to the System for years ended June 30, 1998, 1997 and 1996 were \$839,873, \$793,023 and \$769,261, respectively, which were equal to its required contributions for each of these years.

TOWN OF ACTON, MASSACHUSETTS
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 1998

Note 13. Operating Transfers

Operating transfers constitute transfers of resources from the fund that receives the resources to the fund that utilizes them. Operating transfers during the year were as follows:

	<u>OPERATING TRANSFERS IN (OUT)</u>				
	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>CAPITAL PROJECTS</u>	<u>EXPENDABLE TRUST</u>	<u>NON- EXPENDABLE TRUST</u>
GIFTS - GRACE	\$ 81,820	\$ (81,820)	\$ -	\$ -	\$ -
CEMETERY LAND FUND	200	(200)	-	-	-
CEMETERY PERPETUAL CARE	69,745	-	-	(69,745)	-
CAPITAL PROJECTS	45,747	-	(45,747)	-	-
NON-EXPENDABLE TF	-	-	-	125,512	(125,512)
TRANSFER STATION	<u>(667,000)</u>	<u>667,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
	\$ (469,488)	\$ 584,980	\$ (45,747)	\$ 55,767	\$ (125,512)
	=====	=====	=====	=====	=====

TOWN OF ACTON, MASSACHUSETTS
GENERAL FUND
SCHEDULE OF TAXES RECEIVABLE
YEAR ENDED JUNE 30, 1998

	BALANCE		ABATEMENTS	TRANSFERS		
	7/1/97	COMMITMENTS	AND ADJUSTMENTS	TO TAX LIENS	NET COLLECTIONS	BALANCE 6/30/98
REAL ESTATE TAX						
1997	\$ 328,690	\$ -	\$ 1,618	\$ 192,564	\$ 136,292	\$ (1,784)
1998	-	31,327,360	224,987	12,962	30,798,028	291,383
	<u>328,690</u>	<u>31,327,360</u>	<u>226,605</u>	<u>205,526</u>	<u>30,934,320</u>	<u>289,599</u>
PERSONAL PROPERTY TAX						
1995 & PRIOR	62,359	-	13	-	-	62,346
1996	5,472	-	-	-	-	5,472
1997	5,011	-	14,531	-	(13,368)	3,848
1998	-	626,331	5,023	-	615,038	6,270
	<u>72,842</u>	<u>626,331</u>	<u>19,567</u>	<u>-</u>	<u>601,670</u>	<u>77,936</u>
	\$ 401,532	\$ 31,953,691	\$ 246,172	\$ 205,526	\$ 31,535,990	\$ 367,535
	=====	=====	=====	=====	=====	=====
MOTOR VEHICLE EXCISE TAX						
1994 & PRIOR	\$ 139,241	\$ 318	\$ 169	\$ -	\$ 4,323	\$ 135,067
1995	13,746	165	56	-	1,751	12,104
1996	23,661	9,902	1,946	-	20,329	11,288
1997	49,708	290,604	37,362	-	287,516	15,434
1998	-	1,907,414	65,290	-	1,788,861	53,263
	<u>\$ 226,356</u>	<u>\$ 2,208,403</u>	<u>\$ 104,823</u>	<u>\$ -</u>	<u>\$ 2,102,780</u>	<u>\$ 227,156</u>
	=====	=====	=====	=====	=====	=====

TOWN OF ACTON, MASSACHUSETTS
TRANSFER STATION SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENDITURES
BUDGETARY BASIS - BUDGET AND ACTUAL
YEAR ENDED JUNE 30, 1998

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
CHARGES FOR SERVICES	\$ 806,014	\$ 1,435,497	\$ 629,483
TOTAL REVENUES	<u>806,014</u>	<u>1,435,497</u>	<u>629,483</u>
EXPENDITURES:			
CURRENT:			
PUBLIC WORKS	<u>1,473,014</u>	<u>773,236</u>	<u>699,778</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(667,000)	662,261	1,329,261
OTHER FINANCING SOURCES (USES):			
OPERATING TRANSFERS IN	667,000	667,000	-
OPERATING TRANSFERS OUT	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>667,000</u>	<u>667,000</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	\$ - =====	\$ 1,329,261 =====	\$ 1,329,261 =====

TOWN OF ACTON, MASSACHUSETTS
COUNCIL ON AGING TRANSPORTATION SERVICES SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENDITURES
BUDGETARY BASIS - BUDGET AND ACTUAL
YEAR ENDED JUNE 30, 1998

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
CHARGES FOR SERVICES	\$ 46,916	\$ 39,610	\$ (7,306)
INVESTMENT INCOME	<u>-</u>	<u>1,204</u>	<u>1,204</u>
TOTAL REVENUES	<u>46,916</u>	<u>40,814</u>	<u>(6,102)</u>
EXPENDITURES:			
CURRENT:			
GENERAL GOVERNMENT	<u>46,916</u>	<u>46,916</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	-	(6,102)	(6,102)
OTHER FINANCING SOURCES (USES):			
OPERATING TRANSFERS IN TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	\$ -	\$ (6,102)	\$ (6,102)
	=====	=====	=====

TOWN OF ACTON, MASSACHUSETTS
NURSING SERVICES SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENDITURES
BUDGETARY BASIS - BUDGET AND ACTUAL
YEAR ENDED JUNE 30, 1998

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES:			
CHARGES FOR SERVICES	\$ 587,682	\$ 411,419	\$ (176,263)
INVESTMENT INCOME	-	26,021	26,021
TOTAL REVENUES	<u>587,682</u>	<u>437,440</u>	<u>(150,242)</u>
EXPENDITURES:			
CURRENT:			
GENERAL GOVERNMENT	<u>587,682</u>	<u>436,912</u>	<u>150,770</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	-	528	528
OTHER FINANCING SOURCES (USES):			
OPERATING TRANSFERS IN	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	'\$ - =====	\$ 528 =====	\$ 528 =====

TOWN OF ACTON, MASSACHUSETTS
SEPTAGE DISPOSAL SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENDITURES
BUDGETARY BASIS - BUDGET AND ACTUAL
YEAR ENDED JUNE 30, 1998

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
CHARGES FOR SERVICES	\$ 183,650	\$ 113,252	\$ (70,398)
INVESTMENT INCOME	<u>-</u>	<u>3,345</u>	<u>3,345</u>
TOTAL REVENUES	<u>183,650</u>	<u>116,597</u>	<u>(67,053)</u>
EXPENDITURES:			
CURRENT:			
PUBLIC WORKS	<u>183,650</u>	<u>98,842</u>	<u>84,808</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	-	17,755	17,755
OTHER FINANCING SOURCES (USES):			
OPERATING TRANSFERS IN	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	\$ - =====	\$ 17,755 =====	\$ 17,755 =====

TOWN OF ACTON				
DEPARTMENT OBJECT BUDGET				
SUB ACCT	DESCRIPTION	1999 Budget	FY99 Expended*	% Expended
ACCOUNTANT/COMPTROLLER				
5100	Personal Services	\$ 126,817	\$ 67,946	54%
5200	Services	\$ 1,184	\$ 287	24%
5400	Supplies	\$ 3,000	\$ 1,461	49%
	DEPARTMENT TOTAL	\$ 131,001	\$ 69,694	53%
ASSESSORS				
5100	Personal Services	\$ 118,152	\$ 60,096	51%
5200	Services	\$ 14,750	\$ 1,093	7%
5400	Supplies	\$ 1,400	\$ 315	23%
	DEPARTMENT TOTAL	\$ 134,302	\$ 61,505	46%
BUILDING INSPECTOR				
5100	Personal Services	\$ 146,311	\$ 66,811	46%
5200	Services	\$ 900	\$ 751	83%
5400	Supplies	\$ 2,850	\$ 613	22%
	DEPARTMENT TOTAL	\$ 150,061	\$ 68,175	45%
TOWN CLERK				
5100	Personal Services	\$ 95,521	\$ 48,760	51%
5200	Services	\$ 1,045	\$ 401	38%
5400	Supplies	\$ 1,335	\$ 736	55%
	DEPARTMENT TOTAL	\$ 97,901	\$ 49,897	51%
CIVIL DEFENSE				
5200	Services	\$ 2,100	\$ 66	3%
5400	Supplies	\$ 2,400	\$ 292	12%
	DEPARTMENT TOTAL	\$ 4,500	\$ 358	8%
COA/COUNCIL ON AGING				
5100	Personal Services	\$ 85,635	\$ 42,908	50%
5200	Services	\$ 5,050	\$ 2,576	51%
5400	Supplies	\$ 5,250	\$ 1,892	36%
	DEPARTMENT TOTAL	\$ 95,935	\$ 47,375	49%
COLLECTOR				
5100	Personal Services	\$ 132,588	\$ 44,811	34%
5200	Services	\$ 58,767	\$ 13,948	24%
5400	Supplies	\$ 20,500	\$ 1,902	9%
	DEPARTMENT TOTAL	\$ 211,855	\$ 60,661	29%
COMMISSION ON DISABILITIES				
5200	Services	\$ 1,500	\$ -	0%
	Supplies		\$ 451	
	DEPARTMENT TOTAL	\$ 1,500	\$ 451	30%
DOG OFFICER (in Town Mgr Budget)				
5100	Personal Services	\$ -	\$ -	0%
5200	Services	\$ 10,550	\$ 750	7%
	DEPARTMENT TOTAL	\$ 10,550	\$ 750	7%

TOWN OF ACTON
DEPARTMENT OBJECT BUDGET

<i>SUB ACCT</i>	<i>DESCRIPTION</i>	<i>1999 Budget</i>	<i>FY99 Expended*</i>	<i>% Expended</i>
ELECTIONS				
5100	Personal Services	\$ 1,250	\$ -	0%
5200	Services	\$ 15,100	\$ 11,021	73%
5400	Supplies	\$ 4,100	\$ 4,498	110%
	DEPARTMENT TOTAL	\$ 20,450	\$ 15,518	76%
ENGINEERING				
5100	Personal Services	\$ 144,545	\$ 73,631	51%
5200	Services	\$ 14,490	\$ 578	4%
5400	Supplies	\$ 2,450	\$ 345	14%
	DEPARTMENT TOTAL	\$ 161,485	\$ 74,554	46%
FINANCE DIRECTOR				
5100	Personal Services	\$ 99,685	\$ 17,432	17%
5200	Services	\$ 37,750	\$ 44,227	117%
5400	Supplies	\$ 40,130	\$ 9,334	23%
5600	Intergovernmental	\$ 43,116	\$ -	0%
5700	Other Appropriations	\$ 2,497,103	\$ 1,172,189	47%
5900	Debt Service	\$ 961,302	\$ 272,199	28%
	DEPARTMENT TOTAL	\$ 3,679,086	\$ 1,515,381	41%
FINANCE COMMITTEE				
5200	Services	\$ 1,000	\$ 505	51%
5700	Other Appropriations	\$ 33,000	\$ -	0%
	DEPARTMENT TOTAL	\$ 34,000	\$ 505	1%
FIRE				
5100	Personal Services	\$ 2,097,620	\$ 1,068,840	51%
5200	Services	\$ 32,550	\$ 18,423	57%
5400	Supplies	\$ 54,600	\$ 32,109	59%
5600	Intergovernmental	\$ 1,040	\$ 1,000	96%
5800	Major Items	\$ 14,500	\$ -	0%
	DEPARTMENT TOTAL	\$ 2,200,310	\$ 1,120,373	51%
HEALTH				
5100	Personal Services	\$ 68,750	\$ 35,532	52%
5200	Services	\$ 31,900	\$ 11,439	36%
5400	Supplies	\$ 760	\$ 326	43%
	DEPARTMENT TOTAL	\$ 101,410	\$ 47,297	47%
HIGHWAY				
5100	Personal Services	\$ 610,053	\$ 272,276	45%
5200	Services	\$ 237,700	\$ 71,536	30%
5400	Supplies	\$ 259,900	\$ 89,580	34%
5700	Other Appropriations	\$ 9,000	\$ 2,582	29%
5800	Major Items	\$ 215,000	\$ 32,615	15%
	DEPARTMENT TOTAL	\$ 1,331,653	\$ 468,589	35%
HISTORICAL COMMISSION				
5400	Supplies	\$ 600	\$ 30	5%
	DEPARTMENT TOTAL	\$ 600	\$ 30	5%

TOWN OF ACTON				
DEPARTMENT OBJECT BUDGET				
SUB ACCT	DESCRIPTION	1999 Budget	FY99 Expended*	% Expended
HUMAN RESOURCES				
5100	Personal Services	\$ 87,730	\$ 37,770	43%
5200	Services	\$ 15,830	\$ 11,162	71%
5400	Supplies	\$ 3,300	\$ 1,122	34%
	DEPARTMENT TOTAL	\$ 106,860	\$ 50,054	47%
TOWN MANAGER				
5100	Personal Services	\$ 249,280	\$ 140,794	56%
5200	Services	\$ 304,570	\$ 170,282	56%
5400	Supplies	\$ 14,400	\$ 5,545	39%
5800	Major Items	\$ 5,159	\$ 5,159	100%
	DEPARTMENT TOTAL	\$ 573,409	\$ 321,780	56%
MEMORIAL LIBRARY				
5100	Personal Services	\$ 403,406	\$ 211,968	53%
5200	Services	\$ 24,911	\$ 12,386	50%
5400	Supplies	\$ 83,121	\$ 59,909	72%
	DEPARTMENT TOTAL	\$ 511,438	\$ 284,263	56%
MIS				
5200	Services	\$ 157,944	\$ 147,161	93%
5400	Supplies	\$ 98,175	\$ 953	1%
	DEPARTMENT TOTAL	\$ 256,119	\$ 148,114	58%
TOWN MEETING MODERATOR				
5100	Personal Services	\$ 200	\$ -	0%
5400	Supplies	\$ 20	\$ -	0%
	DEPARTMENT TOTAL	\$ 220	\$ -	0%
MUNICIPAL PROPERTIES				
5100	Personal Services	\$ 329,968	\$ 163,259	49%
5200	Services	\$ 415,334	\$ 144,091	35%
5400	Supplies	\$ 41,500	\$ 17,606	42%
5800	Major Items	\$ 44,500	\$ 18,565	42%
	DEPARTMENT TOTAL	\$ 831,302	\$ 343,521	41%
NATURAL RESOURCES/CEMETERY				
5100	Personal Services	\$ 206,415	\$ 137,822	67%
5200	Services	\$ 5,525	\$ 3,213	58%
5400	Supplies	\$ 30,446	\$ 10,046	33%
5800	Major Items	\$ 5,000	\$ -	0%
	DEPARTMENT TOTAL	\$ 247,386	\$ 151,081	61%
PLANNING BOARD				
5100	Personal Services	\$ 111,323	\$ 56,548	51%
5200	Services	\$ 7,800	\$ 1,480	19%
5400	Supplies	\$ 3,700	\$ 400	11%
	DEPARTMENT TOTAL	\$ 122,823	\$ 58,428	48%

TOWN OF ACTON
DEPARTMENT OBJECT BUDGET

SUB ACCT	DESCRIPTION	1999 Budget	FY99 Expended*	% Expended
POLICE				
5100	Personal Services	\$ 1,758,861	\$ 884,219	50%
5200	Services	\$ 22,380	\$ 20,608	92%
5400	Supplies	\$ 66,300	\$ 38,933	59%
5800	Major Items	\$ 51,500	\$ 50,456	98%
	DEPARTMENT TOTAL	\$ 1,899,041	\$ 994,217	52%
PUBLIC CELEBRATIONS				
5400	Supplies	\$ 5,000	\$ 0	0%
	DEPARTMENT TOTAL	\$ 5,000	\$ 0	0%
VETERANS SERVICE				
5100	Personal Services	\$ 2,600	\$ 1,350	52%
5200	Services	\$ 120	\$ -	0%
5400	Supplies	\$ 200	\$ -	0%
5700	Other Appropriations	\$ 14,900	\$ 3,050	20%
	DEPARTMENT TOTAL	\$ 17,820	\$ 4,400	25%
WEST ACTON LIBRARY				
5100	Personal Services	\$ 20,570	\$ 10,255	50%
5200	Services	\$ 350	\$ 130	37%
5400	Supplies	\$ 5,000	\$ 2,466	49%
	DEPARTMENT TOTAL	\$ 25,920	\$ 12,851	50%
ZONING BOARD OF APPEALS				
5400	Supplies	\$ 300	\$ 145	48%
	TOTAL MUNICIPAL GOV'T	\$12,964,237	\$5,969,967	46%
EDUCATION				
3100	Acton Public Schools	\$ 13,687,248	\$ 5,515,184	40%
3200	Acton-Boxborough Reg	\$ 11,407,415	\$ 5,703,707	50%
3300	Minuteman Science/Tech	\$ 428,167	\$ 256,900	60%
	TOTAL EDUCATION	\$25,522,830	\$11,475,791	45%
	GRAND TOTAL	\$38,487,067	\$17,445,758	45%
*to 12/31/98				

HUMAN SERVICES

COMMISSION ON DISABILITY (COD)

1998 was a successful and exciting year for the Commission on Disability!

After two years of research and updates, we completed "Accessible Acton", a guide to the physical accessibility of local restaurants. The guide lists 37 restaurants in Acton, including information on handicapped parking, curb cuts, restrooms, general navigability of the dining areas and ease of entry. We distributed the booklets throughout town to post offices, libraries, senior centers, bookstores and other appropriate arenas. We believe and hope that it is useful to individuals with disabilities and all other residents. We are pleased with this contribution and the positive feedback we have received from residents. We have plans to release periodic updates of the guide.

Students at the Merriam School were trained to manipulate and demonstrate The Kids on the Block Puppets, almost life-size puppets with disabilities. Through the student performances other students were enlightened about disability awareness and difference. We hope other students will continue with this endeavor.

As we do every year, we continued to review new construction in town to assist the state's Architectural Access Board. We have successfully worked with developers, business owners and managers in Acton to maintain an equal of accessibility for all residents.

We were happy to advise the Planning Board on the Master Plan, recommending additional sidewalks in town and adapted pedestrian crosswalk signals for individuals with vision and hearing impairments.

Plans for new project(s) are in the works. We have begun conversations with the Conservation Commission about installing a braille trail at the Arboretum to avail this town resource to individuals with vision impairments.

Though we lost one commission member due to her move out of town, we were pleased to add two new members to the Commission this year, giving us a total of six members plus our town liaison. Since our charter allows for up to nine members, we are still looking for residents who would like to contribute their time and effort to the Commission.

Dana Snyder-Grant, Chairperson
Sheila Kelly, Vice-Chairperson
Carol Dunn, Secretary
Kay Dougherty, Treasurer
Joseph Grandine, Member
George Lussier, Member
Garry Rhodes, Town Liaison

COMMUNITY HOUSING CORPORATION

Since its inception in 1986, the Acton Community Housing Corporation has completed its most successful year to date. Although we refer to the organization as a "Corporation," we were transformed from an independent body, to a Town Committee as a result of a Home Rule Petition, passed by the State Legislature in June 1996. The legislation permits the ACHC to fulfill its mission to increase the supply of affordable housing in the Town subject to the oversight and approval of the Board of Selectmen.

The following is a summary of the major activities accomplished or initiated by the ACHC in 1998:

The ACHC worked with Ron Peabody, developer of Bellows Farm, over the course of a three month process to accomplish an increase in the number of affordable homes provided to the Town by this development. When negotiations were completed, a fund was established to guarantee the provision of a minimum of six single family homes on scattered sites throughout Acton versus the original commitment of five homes provided in the Bellows Farm Development. We believe this was time and effort well spent, and the beneficiaries of this change will be the First Time Homebuyers selected in the lotteries of 1998 and 1999.

Westside Village, a sixteen single family home development planned off of Sudbury Road was reviewed and approved under a Comprehensive Permit by the Zoning Board of Appeals. Site work has commenced and we anticipate four of these homes will be sold to First Time Homebuyers in 1999.

On September 10, 1998, the ACHC sponsored an educational program informing prospective and eligible First Time Homebuyers on the lottery process for the first round of homes associated with Bellows Farm. The event was well attended followed by an Open House held on September 12 and 13, 1998 for the first home.

A lottery was held on September 24, 1998 at the Acton Town Hall, with over thirty families prioritized in terms of their eligibility to purchase the Bellows Farm off site affordable homes during the next year. Selection for the first home was dedicated to families with an Acton preference. In November the first family moved into their home, and we anticipate the second home to be purchased in January 1999.

Members of the ACHC have made numerous trips to preview homes available for purchase under the Bellows Farm fund. We anticipate a busy year for the lottery participants.

The ACHC would like to thank the Board of Selectmen, Town Staff and the participating developers for a productive and rewarding year.

Chairman	Kevin McManus
Members	Peter Berry
	Naomi McManus
	Jana Mullin
	Pam Shuttle
Associate Member	Bob Wiltse
Ex-Officio Member	Nancy Tavernier

COUNCIL ON AGING

The Smith-Cloonan Senior Center, 50 Audubon Drive, is in its fifth year of operation to the public. The center houses the COA office with its administration function and two large rooms for dining and social activities available to the 2,200 citizens, sixty years and older, who reside in the Town. A direct mail newsletter keeps persons notified of pertinent information and COA activities. Day programs developed at the center include exercise, art, crafts, pool, dance, movies, bridge, and educational forums.

Some of the COA direct services include home-delivered meals, varied day classes, bus trips to shopping, cultural and recreational events, intake of fuel assistance applications, tax assistance, a friendly visitor program, professional speaker presentations, intervention and advocacy for individuals involved with social agencies, assistance with health insurance forms, emergency transportation on a case-by-case basis, counseling with adult children, loans of some medical/home equipment, maintenance of a collection of printed materials, and scheduling of home visits.

Town elders and handicapped persons have the availability of two door-to-door vans for area transportation for modest fees. The COA schedules the COA van which is a sixteen-passenger, two-wheelchair station vehicle. Funding for the service of this van and the ten-passenger Road Runner is administered by the Lowell Regional Transit Authority using federal, state and town assessments. Some funding for staffing is received through the Executive Office of Elder Affairs. Friends of the Acton COA, Inc. provide substantial on-going program support through generous gifts which are most appreciated by our senior citizens.

The COA has many friends and volunteers in the community without whom services and group social occasions for our elders would not be possible. We thank the Acton Lions Club for their dinner, Theatre III for free dress rehearsals, the Confirmation classes at St. Elizabeth's for dinner, the Salvation Army

for Hillcrest Lodge availability, emergency funds, and holiday gift bags, the Acton Women's Club for programs and foodstuffs, and the Acton Rotary Club for their fall barbecue. Finally, we thank our faithful wheel-a-meal drivers, friendly visitors, all our other program volunteers, and the many helpful people throughout the Social Service network.

There is an on-going need for volunteers who wish one-on-one contact with elders or who wish to be a stipend teacher for groups at the center. Call the COA office, 264-9643, if you can give a donation of time or skill.

Nancy Gerhardt, Chair	Steve Olesin,
Royce Christensen	Alice Moroney
Angelene Conn	Eleanor Voorhies
Charles Jenkins	Jane Olesin, Associate

HOUSING AUTHORITY

Established at the Annual Town Meeting in 1970. The Acton Housing Authority's (AHA) five member Board, four elected through Town elections and one appointed by the Governor, oversee the general administration of the Authority by setting policies for staff to implement. The Primary mission of the AHA's Board is to ensure an adequate supply of safe, decent housing for low and moderate income families, elderly and handicapped. Currently, the Authority subsidizes 264 households under six State and two Federal housing programs. It is important to highlight that, while the Town of Acton benefits directly from the Authority's work, none of the Town's property tax revenues are used.

During 1998, the Federal Housing and Urban Development (HUD) awarded Acton Housing additional monies to fund its Family Self Sufficiency (FSS) coordinator's position, as well as a grant of 15 Mainstream Section 8 Certificates to house handicapped persons. Under the State's Department of Housing and Community Development (DHCD), Acton received 33 Alternative Housing Vouchers which will bring Acton's Combined total of Federal and State subsidized households to 312.

The Acton Housing Authority prides itself on the successful proactive programs it offers its clients. With monies raised in the community for the Doli Atamian Campership Program, 55 children received summer camp scholarships, and seven children received summer school scholarships. The financial support received from Acton Buxboro United Way enabled the Authority to run again the highly successful six week Life Skills program, a six week series on the Difficulties for Women Living in Poverty, and a six week Women's Nutritional Wellness program.

Through the continued financial and emotional support provided by the A/B Junior Women's Club, Lion's Club, Rotary Club, Octoberfest, Doli Atamian Campership Program, West Acton Baptist Church, Acton Congregational Church, South Acton Congregational Church, St. Elizabeth of Hungary, Beth Elohim Congregation, Learning Express, Children's World Learning Center, Boxborough's Blanchard School, Middlesex Bank, Northern Bank, Fleet Bank, Jenks Fund, Girl Scouts, Big Brother and Big Sister Program, Children's Discovery Museum, Salvation Army, Massachusetts Department of Mental Health, Eliot Community Education Summer Camp Program, the State's Department of Community Development, the Federal Housing and Urban Development, and individuals and area businesses, the Authority was able to carry on its proactive work. Career counseling, Life Skills, Parent Aide Mentor Program, parenting workshops, a Family Self Sufficiency Program, holiday gift boxes, scholarships to summer school and scholarships to summer camp assisted the Authority's clients in their pursuit of self-reliance and independence

Jean Schoch, Chair
 Diane Poulos Harpell, Vice Chair
 Claire Kostro, State Appointee & Treasurer
 Dean Cavaretta, Secretary
 Joseph Nagle, Member
 Betty McManus, Executive Director
 Family Self Sufficiency Program
 Coordinating Committee
 Maureen Beauregard
 Carola Domar
 Joan Huber
 Carol Lake
 Linda Mathinos
 Betty McManus
 Brenda Mleziva
 Barbara Smith
 Fran Spayne, (FSS) Coordinator



Meg Low, Nursing Supervisor, Mark Conoby, Chairman Acton Board of Health, Doug Halley, Director of Public Health and Board of Health Members celebrate Acton Nursing Services 75th Anniversary, in October 1998.

PUBLIC HEALTH NURSING SERVICE

The Public Health Nursing Service, a division of the Health Department, celebrated its seventy-fifth anniversary in 1998. We are proud to continue the tradition by providing a variety of skilled, personalized services to Acton residents.

Public health services include blood pressure and cholesterol screenings, a monthly podiatry clinic, funding for Smoking Cessation classes in the schools, funding for the Towns Big Brother and Big Sister Program, and communicable disease follow-up.

The Nursing Service also provides a full range of home care services to Acton residents, reimbursed by Medicare and other third party payors. These services include Skilled Nursing, Physical Therapy, Occupational Therapy, Speech Therapy, Medical Social Work and Home Health Aides. Individuals, family members or health care providers can make referrals for evaluation. If you need home care services after a hospital or nursing home stay, please ask for a referral to us. You may also ask your doctor for a referral or call us yourself. Ask for the Acton Public Health Nursing Service by name.

Acton is one of several communities in Massachusetts that have chosen to be delegated by the State Office for Child Care Services to license their own group day care centers, using state regulations. Kathy Mersereau, R.N. works closely with State personnel to perform this function.

The Nursing Service is fortunate to have the ongoing financial and volunteer support of the Friends of the Acton Nursing Service (FANS), which celebrated its fifteenth anniversary in 1998. In addition to publicizing our activities and services, members assist with flu and podiatry clinics, fund special technical equipment, purchase items for clients, and donate health-related books to the Memorial Library.

The members of the Professional Advisory Committee, volunteer health professionals who live in Acton, continue to advise the Administrator and the Board of Health on policy matters and to participate in Medicare mandated professional review of client records. Members of the Professional Advisory Committee and the Board of Health spent long hours in 1998 reviewing, revising and approving a comprehensive set of policies for the Nursing Service.

The Fire Department dispatchers facilitate our communication with our home care clients during evening and weekend hours. We value our close working relationships with Carol Lake and her colleagues at the Council on Aging. We thank these people for their help.

The local focus of the Nursing Service makes it possible to provide individualized and coordinated care. It is a privilege to continue the tradition of the Acton Public Health Nursing Service, begun seventy-five years ago in 1923.

**ACTON PUBLIC HEALTH NURSING SERVICE
STATISTICS
FISCAL YEAR 1998**

Home Visits	
Registered nurse	2466
Home Health Aide	4721
Physical Therapy	757
Speech Therapy	8
Occupational Therapy	93
Medical Social Work	91
Total Home Visits	8136

Health Promotion	
Cholesterol tests	64
Lead tests	5
TB (Mantoux) tests	44
Blood pressure checks	623
Podiatry visits (at clinics)	206
Office visits	63
Influenza Vaccine/Fall 1998	1087

Please call 264-9653 for information concerning any of our services or related issues.

Meg Low, R.N., M.S.
Administrator

**SEALER OF WEIGHTS
& MEASURES**

The Sealer of Weights & Measures annually checks the accuracy of all weighing and measuring devices used by retail and wholesale businesses in the conduct of their trade.

This includes scales, gasoline and oil pumps, yard goods and measuring devices, as well as investigating complaints in the sale of cordwood.

DEVICE	NUMBER	SEALED
Gas Pumps	188	Adj. 14
Scales	124	Adj. 11
Oil Tank	4	
Bulk Storage	2	
Fees Collected	\$5,935	

Mark Fitzpatrick
Sealer of Weights & Measures

VETERANS' GRAVES

The following are the name, branch of service, date of death, and location of interment of the nineteen known United States Veterans interred in the Acton Cemeteries in 1998:

Federick W. Abbt	U.S. Air Corps	WWII	January 15, 1998	Woodlawn
Arthur C. Arms	U.S. Navy	WW II	February 19, 1998	Woodlawn
Edward R. Bailey	U.S. Army	WW II	November 17, 1998	Woodlawn
Robery P. Beaudoin, Sr.	U.S. Navy	Korea	November 29, 1998	Woodlawn
Theodore J. Bourgeois	U.S. Army	Korea	October 5, 1998	Woodlawn
William St. Clair Burns	U.S. Army	WWII	April 27, 1998	Woodlawn
Richard Davis Conant	U.S. Navy	WW II	June 14, 1998	Woodlawn
Edward Joseph deMont	U.S. Marines	WW II	October 31, 1998	Woodlawn
Robert F. Driscoll	U.S. Army Air Corps	WW II	December 27, 1998	Woodlawn
Curtis G. Emmons	U.S. Air Force	Korea	May 16, 1998	Woodlawn
Charles C. Gervin	U.S. Army Air Corps	WW II	September 15, 1998	Woodlawn
Robert E. Halloran	U.S. Navy	WWII	April 22, 1998	Mount Hope
Chester R. Jones	U.S. Navy	WW II	October 15, 1998	Woodlawn
Leon Francis Jones, Jr.	U.S. Navy	WWIII	June 8, 1998	Mount Hope
Raymond L. LaRoche, Sr.	U.S. Air Force	Korea	February 21, 1998	Woodlawn
Francis P. McDonald	U.S. Army	Korea	August 21, 1998	Woodlawn
Walter B. Newsham	U.S. Army Air Corps	WW II	September 27, 1998	Woodlawn
Paul H. Niles	U.S. Army Air Corps	WW II	June 22, 1998	Woodlawn
Edgar H. Peterson	U.S. Navy	WW II	October 5, 1998	Woodlawn
Earle R. Spinney	U.S. Navy	WW II	May 15, 1998	Mount Hope
Charles R. Sweet	U.S. Army	WW II	March 3, 1998	Woodlawn

The following bronze government marker was placed on his family's lot at Mount Hope Cemetery for a veteran whose remains were never recovered:

In Memory of Robert W. McAllaster, T. Sgt. U.S. Army,
Oct 25, 1924-Sept 11, 1944, killed in action.

Due to lack of information at the time of interment, the following veterans have not been previously reported:

Augustine B. Conant, Jr.			
U.S. Army	WW II	April 26, 1997	Woodlawn
David G. Walker			
U.S. Marines	WW II	June 23, 1997	Woodlawn

In preparation for Memorial Day, a veteran flag standard, an American flag, and geranium are placed at the grave of each known U.S. Veteran. If this information was omitted on the Burial Permit or Cremation Certificate, we have no way of knowing that your loved one was a veteran unless we receive a Government grave marker. The United States Government will provide a bronze or granite veteran's grave marker at no cost to the family, provided that the next-of-kin fills out an application, available from all funeral directors or from the Veteran's Agent, and forwards it to the proper authority.

If you know of a veteran whose grave has not been recognized with a flag and flag standard, please call the cemetery office at 264-9644.

Charles H. Jones
Veteran's Burial Agent

EDUCATION AND LIBRARIES

ACTON PUBLIC/ACTON-BOXBOROUGH REGIONAL SCHOOLS EDUCATION REPORT

1997-98

INTRODUCTION

The 1997-98 school year was marked by the need to focus attention on the space problems the districts are facing as the enrollment increases. For the third year in a row our budget not only met our basic needs but also funded additional capital improvements in the areas of maintenance. We are grateful to the community and especially to the parents for their continued generosity and support.

Despite the improvement in our financial condition, we are continuing to experience class sizes which are too large for the educational objectives we have and the directions being established by the Commonwealth. Teaching and learning have changed over the years; there are programs and activities we would like to offer which we still cannot because of both space and financial limitations. These problems are what led the School Committee to request \$21 million (with approximately 63% reimbursement) from the Town of Acton for a four-section school. The plan to ask for an addition and renovations to the R. J. Grey Junior High School and from both Towns was dropped by the Building Committee. The twin school proposal was defeated at the special election held in February.

We continue to deal with the Education Reform Act of 1993 on all the dimensions which have been specified: professional development, recertification, time and learning mandates, common core and curriculum frameworks. This is a challenge which we both appreciate and resist since we cannot necessarily comply with all the regulations and yet find that the new regulations give us another opportunity to "rethink" ourselves.

Our goals for FY 98 called for us to solve the problem created by increasing enrollment; continue exploring new school structures which promote successful learning for all our students; and increase outreach to our various client groups. We have accomplished some parts of each of these goals, although by no means have we been able to take all of them off the agenda.

Our students, teachers and administrators continue to perform at high levels – academically, athletically, artistically, personally and professionally, and so the Acton Public and Acton-Boxborough School Districts maintain a reputation which attracts people to the communities and to our schools. Our various test scores remained consistent with our past performance. In fact, our schools were designated as out-performing expectations in a study by the Donahue Institute of the University of Massachusetts.

You will see the details of the variety of our endeavors in this report, which is written by many staff members. We constantly look at everything we do through the lenses of efficiency, effectiveness, quality and the entrepreneurial spirit. We provide an enormous amount of information to the public (in print, on cable television, and in person). Titles such as *The Lamplighter*, *Interface*, *Interaction*, and *Your Schools In Action* should be familiar to the community. Publications such as the *School District Profile* and the budget books should make decisions better informed. Our web site (<http://ab.mec.edu>) was one of the first produced by a school system. It is constantly updated and used by many members of the community.

We "out-source" when it makes sense, and we provide from within when that is the best solution. We have developed our grant application capacity and are seeing more opportunities and funding from this sector. Sometimes it appears that schools are institutions which do not change, or change only very slowly. As we look at where we are on a continuum of appropriate and manageable evolution, we feel that we have come a long, responsive and appropriate way.

ENROLLMENT

The elementary enrollment from October 1, 1997 to October 1, 1998 increased from 2,348 to 2,444 (+96). School choice students decreased from 15 to 11 (-4). Kindergarten enrollment increased from 295 to 338 (+43). The Junior High School enrollment grew from 737 to 809 (+72) with a decrease of 17 (30 to 13) "choice" students. The High School numbers have gone from 1,323 to 1,369 (+46) with 162 "choice" students, down from 208 (-46) a year ago.

PERSONNEL

Staffing changes for the 1997-98 school year included the June, 1997 retirement of one Acton Public and two Acton-Boxborough Regional teachers. Leaves of absence for eight ABRSD teachers and ten APS teachers were granted and five resignations received. The hiring of 23 full-time equivalent new teachers filled those vacancies. "School Choice" moneys in the regional schools helped keep class sizes from increasing at an even greater rate.

One regional and one public teacher began the school year working in private industry as part of the externship program. The teachers who had participated previously have returned to

our school with new knowledge and a renewed energy for working with Acton and Acton-Boxborough students.

PROFESSIONAL DEVELOPMENT

Based on the impetus of Education Reform, we continued our extensive professional development program which was available to all staff. During the year we offered over thirty courses and workshops and also many opportunities for our staff to work in study groups. Many of the offerings were centered on four main themes: assessment, diversity and inclusion, instructional practice and technology. The individual courses were seen as strands emanating from these themes.

The Districts have the status of Professional Development Provider, as designated by the Massachusetts Department of Education. As a result courses and workshops which we offer can be used by teachers for the purpose of recertification.

Courses for elementary staff included "Geometry and Measurement," "Geometry and Problem Solving," "The Latest and Best Books, Revisited," "Architecture in the Classroom," and "Using Open-ended Questions in Science Teaching and Assessment." At the secondary level, courses included "Sensory Integration," "Pervasive Development Disorder," "Eating Disorders Training," and independent summer reading involving such titles as "The Great Wave", "Undaunted Courage", and "Born to Rebel". "Designing for Internet Communication," "Systems Thinking and Dynamic Modeling," and "Japanese Cultural Series" were offered to staff, K-12. Several study groups for Special Educators, Speech and Language Specialists, Hearing Impaired Specialists, Counselors and Nurses were undertaken.

We also worked in conjunction with the EDCO Collaborative to offer a number of outstanding professional development opportunities for the staff.

CURRICULUM DEVELOPMENT

Following are descriptions of several research and development projects which were underway during the spring and summer of 1998.

- The 6th-grade puberty education curriculum, having been in place for a year, was reviewed. Participating teachers evaluated problems, and possible changes and revisions were incorporated into the curriculum notebook.
- To assist students and teachers prepare for the MCAS evaluation program, sets of open-ended questions in math, science, social science and language arts were developed in grades 2-6, in addition to a program implementation plan.
- The Physical Education curriculum was reviewed, revised and rewritten by that department's staff.

- At the end of a year's review of the elementary science curriculum, involved teachers met to develop mini-units to complement commercially-published materials.
- An R&D was approved to provide matching funds for the CESAME grant to implement activity-based units in the Junior High School Math Department and interested grade 6 classrooms.
- At the High School, Special Educators and various teaching staff worked to enhance the ninth-grade curriculum for the transition classes and to develop a tenth-grade curriculum for those students who continue to require this support. In addition, they worked with the assistance of a parent trainer, school counselor and special educator to develop effective behavior management strategies and target parent training needed to modify the behaviors that interfere with learning.
- Since revised Calculus Advanced Placement exams will be given in spring, 1999, a new text was reviewed and a course outline developed.
- To align the World Languages curriculum with the proposed MA World Languages Framework, the staff developed curriculum packets for each modern language offered at the high school.
- A Science Department staff member developed units based on a new ecology textbook, including supplemental materials and new exams.
- The Art and Science departments worked together to evaluate, revise and write a unit lesson plan introducing science students to a variety of perception skills to help them draw from observation for their field studies.
- To develop curriculum-integrated web-based activities for Spanish and French, staff members researched the World Wide Web for appropriate sites to reinforce the curricula, planned and wrote activities for the sites chosen, and constructed a teacher survey to determine the effectiveness of the activities.
- In the World Languages department, a Latin I curriculum was developed using language, art and technology resources; and a curriculum was developed that integrates technology into the "learning curriculum," using computer resources as a tool toward that end.

- To expose special education students to a multisensory, integrated math and English curriculum, High School staff developed lesson plans that integrate functional math and English concepts and created a list of books and activities to support the lessons.

PUPIL SERVICES

Through a Massachusetts Department of Education grant, "Accessing the Curriculum," Acton Public Schools staff have designed science and social studies accommodations, strategies and materials to enable special education students in grades 5 and 6 to better access the regular education curriculum.

Acton Public Schools also has been awarded a Massachusetts competitive state grant to develop our youngest students' early literacy skills through a study of phonemic awareness and early reading development strategies.

The local school district, in collaboration with the Littleton and Boxborough Public Schools, was awarded a Massachusetts Department of Education Community Partnerships for Children grant. These grant moneys are used to enhance the quality of programming in nineteen early childhood programs and family home day care. Grant monies are used to subsidize child care for low income working families and provide staff and parent training. Participating centers will engage in the accreditation program sponsored by the National Association of Educators of Young Children.

Acton Public Schools Pupil Services staff have participated in professional development opportunities designed to increase diagnostic skills through the study of various new assessment tools and techniques.

Elementary counselors were involved in implementing health curriculum in the classrooms where emotional and social issues were addressed with the students, i.e. drug/alcohol awareness, conflict resolution, stress, self-esteem, puberty. Grant programs, such as "Community of Caring" at Merriam School, promoted volunteer experiences both in the school and out in the community. High School volunteers came into the elementary schools under the "Peer Counseling" program. Speakers were hired last year to work at McCarthy-Towne and Merriam to work with school climate. The "responsive classroom" was part of this theme.

Many elementary counselors took part in the inservice entitled "Educators for Social Responsibility" which provided curriculum for classrooms called "Peacemaking." In several elementary schools, counselors and speech/language therapists are co-leading pragmatic language/social skills groups. There also have been assorted programs available to parents during the year, including topics such as "parenting for prevention," building self-esteem in children, and ADD support groups.

The Pupil Services department at Acton-Boxborough Regional School District was pleased to receive a R&D grant to support classroom teachers and special educators working together to meet the needs of students with varied special needs in the classroom. Many educators collaborated during the summer months to further develop and adapt curriculum in the major subject areas.

The Academic Support Centers continue to expand their role in meeting the regular education needs of junior high and high school students. Junior high and high school programs offer instruction in basic study and organizational skills, homework tutorial, as well as highlighted services such as the peer tutoring program and Successmaker, a computerized reading program. Each year student numbers increase in these programs that service the needs of regular education students.

At the high school, transitional support services are available to freshmen and sophomores who have experienced academic difficulties in the junior high school or in their freshman year. Services are intended to function as an academic bridge for these students, helping them to successfully meet the increased challenges of high school. Teachers in the Transition Program work together as a teaching team. They meet regularly to coordinate and effectively integrate the curriculum with specialized teaching approaches. Curriculum is individualized as needed to help students reach individual student goals. Support services are provided in all four academic areas.

The junior high counseling department conducted a girls' group on the prevention of eating disorders as a followup to the work that was started by Catherine Steiner-Adair. The group used a curriculum developed by the Harvard Eating Disorders Center. The department also supported leadership training and self-esteem and social skills training in collaboration with the health education department. The sexual harassment program for 7th graders was reviewed and adapted to include sessions on Respect, Bullying and Teasing, and Sexual Harassment. Eliot Human Services at Emerson Hospital provided a weekly group for students from divorced families. The department also began a split internship with the Eliot Human Services agency for doctoral level students in psychology. The 7th-grade counselor began a collaboration with the school-to-work coordinator and piloted a career exploration program with interested 7th-grade students.

The high school counseling program continued its work with peer counseling groups and work around college placement. Psychological services were increased at the high school to meet the needs of an ever-changing population. The department was fortunate to have a full-time intern to assist in meeting the academic, social-emotional, and career goals of our students. Federal grant money provided a counselor from Boundaries to co-lead drug and alcohol groups with the school psychologist. Unfortunately, the high school suffered a tragic loss with the death of two students. The counseling department worked

closely with area mental health providers to offer support groups for grieving students, as well as parent programs on Helping the Adolescent Cope with Grief. The department began a small community service program to support high school students' work in the Acton Public Schools Integrated Preschool.

With the support of a statewide grant, the school nurses continued their collaboration with the Framingham school nurses to update the technological system in the health offices and to develop a system-wide disaster plan. Elementary school nurses conducted a Hepatitis B clinic for students in grade 6. The junior and senior high school nurses worked with the Acton Nursing Service to offer a Hepatitis B clinic to all students in grades 7 through 12. The Tobacco Awareness Program continued under the nurses' direction at Acton-Boxborough Regional School District. The school nurses continue to support an increasing number of students with chronic health issues.

The Acton Public Schools and Acton-Boxborough Regional School District continue to maintain their collaboration with other town agencies, such as Acton Housing Authority, Habitat for Humanity, Acton Senior Center, Acton Nursing, and Community Education, to provide outreach and community support to low income families.

ACTON PUBLIC SCHOOLS

The enrollment in the Acton Public Schools has continued to grow, resulting in crowded instructional conditions in each of the five schools. Class sizes are increasing, and the district has run out of classroom space for all of its present programs. Each elementary school now employs some part-time classroom assistants in an effort to reduce the student-teacher ratio.

Modulars opened in the fall of 1997 to provide additional classroom spaces for the Douglas, McCarthy-Towne and Merriam schools; the Community Education Extended Day Program successfully moved to the new modular behind the Conant School in the summer of 1998. In spite of these modulars, most grade 1-6 classes throughout the district continue to exceed the School Committee's recommended maximum class-size guidelines. In some instances the excess enrollment has made it necessary to form multi-aged classes to reduce class sizes.

As a result of the passage of the new school building project in the fall of 1998, our focus is now on refining the plan for the construction of the twin school and developing a plan for the establishment of a Kindergarten Center at the Merriam School. We appreciate the support of the community in providing a solution to the serious space problem which our schools have experienced during the last five years.

The five elementary schools – Conant, Douglas, Gates, McCarthy-Towne, and Merriam, have experienced similar highlights this past year. Each has the following:

- A School Council, as required by the Education Reform Act of 1993;
- Vital parent involvement that plays an active role in the life of its school: these parents sponsored numerous assembly programs that enriched their school's cultural and aesthetic life with musicians, storytellers, and other performers. The parents raised funds for school-wide projects; provided volunteers for many in- and out-of-class activities, tasks and services; and staffed the "Safe Arrival" hotlines. The parents also sponsored school newsletters and other activities;
- A number of whole-school events such as an orientation program for kindergarten parents and children as the school year begins, back-to-school-night open houses in the fall, and a Memorial Day Program in the spring;
- Students who use computers and technology in various ways to supplement the writing/composing process, to enrich or extend learning experiences in each curricular area, to strengthen the learning of concepts and practice of skills via the Internet;
- A faculty that participated in professional development through one or more of these activities: pursuit of formal course work, involvement in systemwide curriculum and instruction review and improvement projects, participation in the system's Professional Development Day, and attendance at professional conferences and workshops. In addition, many teachers worked with student teachers. Through their actions, the faculty again showed that they are truly committed to the concept of being "life-long learners";
- A reception or event to celebrate and honor the parents and volunteers who assisted each school during the school year.

The 1997-98 system-wide professional development program provided a rich variety of workshops focusing on both curriculum and instruction topics. In addition to the program described in the published booklet, we offered a number of in-service professional development opportunities to our staff.

1997-98 was the second year of our \$45,000 CESAME (Center for the Enhancement of Science and Math Education) implementation grant, supporting a new science program, which began to expand to all of our elementary schools. Many new science kits were provided for all schools, funded through the grant and through the local appropriated budget. Training was provided to interested Acton and Boxborough teachers using grant funds.

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

Junior High School

R. J. Grey opened its doors in September of 1997 to 737 seventh- and eighth-grade students. This was the first year in which no new "school choice" students were accepted, although there were still some eighth grade "choice" students who may stay in the system until they graduate.

All students take English, social studies, math, science and physical education/health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English, the other academic subjects have adopted the "Writing Across the Curriculum" approach, which provides students with a more consistent writing approach), math (with the added skill development of reading mathematical language), and our physical (science) and cultural (social studies) world. Most of our students not exempted by an Individual Educational Plan took a world language, with twice as many taking Spanish as French. Seventh graders participated in an "exploratory program" which consisted of keyboarding, art, music and Minuteman Tech Lab each for a quarter of the year. Electives for the eighth graders consisted of art, materials technology and life skills.

Students could also choose from elective offerings of drawing and painting, sign language, reading/academic support, band, materials technology, chorus, basic guitar, advanced word processing, French culture, Spanish culture, and Minuteman Tech Lab.

There was a wide variety of other interesting activities with which students could be involved after school. The interscholastic athletic program included teams in cross country, soccer, field hockey, basketball, softball, track, and baseball. All of these teams were supported fully by an activity fee paid by the participants. The R. J. Grey intramural program became much more available to students, usually meeting four days a week. Students could participate in a variety of activities such as floor hockey, basketball, wrestling, volleyball, and tennis. Other after-school extra-curricular activities included an Environmental Club, a Painting and Drawing Club, a Math Club, a Jazz Band, a Select Choir, a Chess/Board Games Club, a Yearbook Club, The AB Blueprint (school paper), a school play ("Maracella de la Luz"), the Student Council, and a Photography Club. Students also had the opportunity to work in the computer lab every day after school and the library two afternoons a week.

One of the most important aspects of R. J. Grey is "teaming." Teaming is the ideal format through which we can deliver those programs and values we most believe in, as expressed in our Statement of Purpose: e.g., meeting the needs of the adolescent, maintaining curricular quality and interdisciplinary opportunities, creating a sense of community. There were four seventh-

Our collaborative relationship continues with the Science Discovery Museum in Acton. Their education staff provided follow-up sessions for several of our new science programs.

Through our participation in the EDCO collaborative we have had a number of staff participate in a wide variety of courses with faculty from other districts.

A team of teachers continued their participation in the EnviroNet project, an Internet science curriculum. Summer training and classroom work continue.

Curriculum Review and Update

Science: A curriculum review committee was convened to revise our existing science objectives, to align them with the Massachusetts Framework for Science and Technology, and to recommend new materials/kits for classroom use.

Math: Individual schools worked to implement new math programs in order to implement the revised Math curriculum objectives.

Reading: A system-wide review of the reading program was done by Jay Simmons from Boston University. His recommendations were presented to the faculty at the system-wide Professional Day in March of 1998.

Research and Development

Several Science curriculum development projects followed the curriculum review. Using a combination of appropriated funds and grant money, teachers developed units of study for areas where appropriate commercial materials were not found or supplements were needed. Mini-units were written for the following topics: Sound, Magnets, Owls (Web of Life), and Astronomy.

Writing/Critical Thinking: A team of teachers met to identify sets of "Open Response Questions" for grades 2 – 6 in Language Arts, Mathematics, Social Studies and Science. These will be used to help instruct students in this style of writing in order to help them prepare for answering written questions on the fourth and eighth grade MCAS tests.

Drug and Alcohol Education Programs

The DARE program continues in grades four and six with the support of the Acton Rotary. Many third-grade classes participate in the B.A.B.E.S. program (Beginning Alcohol (and other drugs) Basic Education Series).

grade teams, each with approximately 100 students and five teachers (English, social studies, math, science, and Spanish and/or French). There were three eighth-grade teams, each with about 115 students and five teachers (math, science, English, social studies, and one of the three "exploratory" subjects which rotated each third of the year). Teachers plan integrated curricular activities which help students see the relationships between the various subjects. Teaming allows teachers to get to know students very well and gives common planning time to support these students. Time is scheduled which allows parents to meet with all team teachers at one time to get the whole picture of their child's progress. Teaming also breaks a big school into smaller units, which makes the school less intimidating than being one student out of over 700.

There were several groups looking at the future of R. J. Grey. The entire staff as well as subcommittees continued to look at the parts of the program which are highly valued in order to preserve them, and also looked at ways to enhance the learning opportunities of all students. The School Council, consisting of four parents, one community person-at-large, four staff members, two students and the principal, addressed a wide variety of issues and made recommendations to the administration which were very helpful. The Student Council continued to have a strong voice in the continuing development of the school and the overall school climate. R. J. Grey was represented by a P.T.S.O. organization which included grades seven through twelve. Parents were invited to attend monthly morning board meetings with both the RJG and ABRHS principals who presented reports and answered questions. The P.T.S.O. also sponsored evening programs designed to provide parents with information about the schools. An additional outside group of twelve educators, the New England Association of Schools and Colleges, spent four days visiting R. J. Grey, evaluating the entire school program which culminated a two-and-a-half year self study. We are proud that the school was given full accreditation in addition to many positive accolades.

There are significant challenges ahead. The increasing student enrollment will require additional resources and space. Members of the R. J. Grey school community participated on several committees, including the Acton Building Committee which began looking at the space needs of the entire K - 12 system. "School Choice" revenue will continue to dry up as seats currently available to students from other communities will be filled by the additional students from Acton and Boxborough.

Given the quality of the support by students, staff, parents and community that R. J. Grey has come to enjoy, these challenges will be faced with enthusiasm and a sincere belief that students will continue to have a school in which they can learn, mature and grow, and about which we all can continue to be proud.

Senior High School

Post Secondary Education - The ABRHS class of 1998 was comprised of 296 members, 280 (90%) of whom are planning to pursue some sort of post-secondary education. Of these 83% will enroll at four-year schools, while 7% will continue their education at two-year schools, technical schools or prep schools.

Standardized Test Results - Average SAT scores for 1998 seniors again exceeded those of state and national populations. This is significant since 98% of A-B students take the SATs, compared to the state average of 80% and the national average of 41%. Our average combined score for the SATs was 1173.

National Merit Scholarship Corporation- Six members of the Class of 1998 achieved semi-finalist recognition; 32 others received letters of commendation.

National Honor Society - Seventy-six members of the current senior class (25%) have distinguished themselves by entrance into the National Honor Society.

National World Language Honor Societies - In 1998 thirty-three ABRHS students distinguished themselves by qualifying for membership in local chapters of the National French and Spanish Honor Societies.

National, Regional, and State World Language Competitions - One ABRHS student placed nationally in the National Spanish Examination; thirteen other students placed statewide. Nine ABRHS students placed nationally in the 1998 National French Contest; three other students were state finalists. Two ABRHS students placed at the summa cum laude level of the National Latin Examination; five others placed at maxima cum laude.

Academic Decathlon Team - In its ninth year of competition, this team of nine regulars and twenty alternates placed first in the regional, alternate and State final rounds. A total of sixty Massachusetts high schools competed. In April, 1998 ten team members traveled to Providence, Rhode Island for the national competition, where they competed against forty other championship state teams. The team finished seventh in the nation. National medalists were Adam Steeves (Social Studies, Math), Brian Papas (Math), Grayson Stuntz (Math), Dan Chao (Science, Language and Literature, Speech) and Jay Mai (Essay). Other team members were Bowei Du, Bruce Maruska, Justin Borgman and Aditya Parikh. The team is coached by Niki Velej.

Mathematics Team: In the 1997-1998 season the AB team finished third in state-wide competition. Two students were finalists in the state Mathematics Olympiad Exam - Bowei Du and Andrew Wright. Also, seven students were finalists in the nationally-administered Annual High School Math Exam - Andrew Wright, Ray Perlner, Brian Papas, Dan Chao, Jack Wu, Jacob Hoffman-Andrews.

Science Team - Students on the Science Team in the West Suburban League are challenged to solve scientific problems with creative solutions. Topics ranging from genetics to mechanics are explored in a teamwork setting. A-B placed first at the Massachusetts State Science Olympiad in 1993, second in 1994 and first in the Regional Finals in 1995.

Science Mentoring Program covered a wide range of topics - from biotechnology to radar imaging. The programs were held on Tuesday or Wednesday evenings from 6:30 to 8:00 p.m. in the science lab area of the high school. The schedule for the 1997-98 program was as follows: Radar Imaging of the Earth's Surface (Gary Votour, Clark University, GIS Systems Group), the Physiology and Function of the Brain and Alzheimer's Disease (Dr. James Hamos, UMass Medical Center), Column Chromatography, Gel Electrophoresis and Crime Detection, and DNA Bacterial Transformation (Dr. Michelle Gaudette, Tufts University).

The Physical Education Department continues to offer a variety of individual, dual and group activities which address the interest and fitness needs of students. In the Fitness for Living program, all 9th-grade students receive one term of resistance training on muscular tone and strength combined with cardiovascular endurance. Also highlighted is a swimming unit which focuses on stroke technique and efficiency with a continued emphasis on cardiovascular development. The students in grades 10-12 are offered an elective program. The Fitness Center continues to be a popular choice.

Sports - With the inclusion of Girls Ice Hockey as a Varsity Sport, ABRHS now offers thirty-one different sports in the Fall, Winter and Spring seasons. Participation remains high in all levels of these activities. During the Fall season, Volleyball, Golf, Field Hockey, Boys and Girls Soccer all qualified for post-season tournament play. Boys Soccer and Football were DCL Champions. The Girls Swim Team won another State Championship. Field Hockey and Golf were Division I North Semi-Finalist and North Finalists, respectively. In the Winter season, there were a number of successful teams. The Girls Ice Hockey team became State Champions again. DCL Champions were won by Girls Cross-Country Ski, Boys Swim, Girls Gymnastics and Boys Ice Hockey (DCL-MVC Champions). Our Boys Swim Team also won the North Sectional Championship. In the Spring, Girls Softball, Girls Lacrosse, Boys Lacrosse and Girls Tennis all qualified for MIAA post season play. School records were broken by members of the Girls Spring Track program. The success of this year was yet another example of the hard work and dedication of athletes and coaches alike.

Proscenium Circus had an outstanding year under the direction of advisor Kirk Marshall and assistant David Green. Over 100 students participated in a wide variety of plays: the fall play, "Durang(ed)," the musical "Once On This Island," and "The Rivals" for the state play. Over 2500 people were in attendance for the musical, which won the coveted Moss Hart

Memorial Award for best high school performance in New England, as well as best overall performance in New England, winning over all professional, community, high school, and children's theaters. In addition, there was a spring performance of three Student-Written Plays and an exceptional Class Plays competition, won by the freshman class.

The Peer Leadership Program had a most successful 1997-98. David Green advised the group of over 45 students - a number that has increased exponentially as the scope of peer leadership has evolved. The peer leaders facilitated an alcohol/drug awareness program in Acton's elementary schools, led social development programs at the Junior High, attended a professional non-user conference at Lincoln-Sudbury High School, and hosted a diversity training program at the high school. The group also participated in such community service as washing dishes at local community suppers. The group ended the year with hopes of expanding their role in the school and the greater community. Plans were in motion to attend a professional conference at the beginning of the 1998-99 school year.

The School Newspaper - The Spectrum succeeded in expanding its coverage of events both local and national and finished the year with a front page story on the opening of the Thoreau institute. Ours was the only student publication on the press list for the event, which featured presentations by the President and Mrs. Clinton, Senators Kerry and Kennedy, actor Ed Begley and musician Don Henley.

The staff selected and used assignments this year to strengthen their skills and ultimately their product. They became more assertive reporters and reached out to professional journalists for assistance and guidance. Features and editorials, as well as news, broadened their scope, addressing such subjects as "Women in the 21st Century," "James Hood and Race Relations," and "Violence: Sources and symptoms."

At Suffolk University, "The Spectrum" placed first in the state, winning a \$3,500 scholarship. In its first year as member of The New England Scholastic Press Association, the paper won several awards, including third in New England for overall excellence in journalism.

In May, new procedures were established to select editors. Each position became more specifically defined, and the position of Senior Managing Editor was created to better distribute the duties and responsibilities of producing a highly-competitive paper. The new editors spent a great deal of school and personal time redesigning the paper's format, adding five new sections: The Hot Wire, Spectrum Scope, World View, Student Life, and Classifieds. The new editors' first edition clearly introduced a publication with new direction, style and impact that will set the tone for the work we hope to do in the next several years.

The Literary Magazine produced two issues; however, only one was published. It contained poems, stories and art work

of all types of students within the school. The work from the unpublished issue was kept and will be published in the 1998-99 school year. All members helped in the typing of the issue, as well as layout and distribution; they have plans to produce two large issues next year.

Student Internship Program – Nineteen juniors and seniors participated in the program. Each student was assigned to a staff member within Town Hall or the school system. Several worked with their respective state legislators.

Harvard Model Congress – Six juniors – Marina Amoroso, Keya Banerjee, Pam Bandyopadhyay, Andrew Cohen, Avi Frey, James McGibbon and Erika Veley, represented ABRHS at this four-day government simulation. Their participation was generously underwritten, in part by the Acton-Stow League of Women Voters.

Girls State and Girls Nation – With the support of the Maynard Emblem Club, Erika Veley and Keya Banerjee attended the week-long state government simulation held at Mount Holyoke College.

Job Shadowing Week – About eighty students made one-day career exploration visits to a variety of work sites in November as part of this program, co-sponsored by the Counseling Department, the Acton Area Chamber of Commerce and the Acton Rotary Club.

Senior Community Service Day – On May 8, the Class of 1998 spent the day working on Volunteer projects in and around Acton and Boxborough. Before the seniors began their projects, they were served breakfast at the school by the faculty and administration. This was the fourth year that the senior class organized a Senior Community Service Day.

Survey and Research Activities – In order to gather information to assess school programs and plan improvements, school personnel conducted and analyzed several surveys during the year. Two recent graduating classes and all students new to the school system were surveyed in the fall, and the senior class was surveyed in the spring. Faculty members were also surveyed at the end of the year to provide information that is used to evaluate programs and set priorities.

THE PERFORMING ARTS

The elementary band program successfully underwent a few positive changes in 1997-98. The program has grown to include over 250 students in grades 5 and 6. Each elementary school had its very own band; homogeneous group lessons were offered before school, with one band rehearsal held once per week during the first 45 minutes of the day. The bands performed a Winter concert for their own school and a combined town-wide band concert in the Spring. Performing in the Acton Memorial Day Parade has become a wonderful tradition for our band program beginning in grade 5 – 12.

At the R.J. Grey Junior High School the Band and the Chorus both participated in the Great East Music Festival held at West Springfield High School in June. Each received Gold Medals for their performances. We had fourteen students selected to perform in the concert band, orchestra or chorus at the MMEA Northeast Junior District Music Festival held in March.

The Acton-Boxborough Regional High School Marching Band earned a five-star rating for their musical performance and a Silver medal overall at the MICA State Finals. The Concert and Jazz Bands traveled to Washington, D.C. where they received Silver and Gold medals, respectively. The Chorus and Madrigal Singers also traveled to Washington, D.C. and earned recognition for their excellence as they were also awarded a Silver and Gold medal, respectively. Each of these ensembles performed in numerous events throughout the community, including West Acton's Oktoberfest, Acton's First Night Celebration, Mount Calvary's Senior Luncheon, and Acton's Memorial Day Parade. Proscenium Circus's presentation of "Once on This Island" continued the fine tradition of outstanding musicals they have performed in the past number of years. It was awarded the Most Popular Award as the best musical presentation in New England. We had fifteen students selected to perform in the concert band, chorus and orchestra at the MMEA Northeast Senior District Music Festival held in January. Six of these students went on to perform in the All-State Festival.

THE VISUAL ARTS

Acton-Boxborough Regional High School students received thirteen awards, and R. J. Grey Junior High students too received three awards at the state level of the highly-competitive Global Scholastic Art Awards. Four high school students' work went on to the national-level Scholastics competition in New York. During March, 23 elementary students' work was exhibited at the "Youth Art Month" Show at the Worcester Art Museum. The secondary students who received Scholastic awards and the elementary students whose work was shown at the Worcester Art Museum were recognized at a special ceremony at a school committee meeting in the spring. Some student work from the "Youth Art Month" Show was chosen by Davis Publications in Worcester for consideration for future publication in art textbooks; two Acton students were among the group whose art work was selected.

An art teacher was part of a team of three elementary teachers who made a presentation at NSTA in New Orleans (April 98) entitled "Architecture Across the Curriculum." This presentation documented the implementation of a Toyota Tapes try grant.

Sculptor Hilary Hutchison visited RJG and Merriam School to talk about her work. Hilary was one of the artists whose work was shown at the Acton Arboretum's Second Environmental Sculpture exhibit in the fall of 1997. Students from both schools, along with their classroom teachers and art teachers, visited the arboretum for this exhibit.

At the high school an art teacher and a science teacher collaborated on designing and implementing an art/biology anatomy unit. A Mixed Media class that meets after school was in its second year of implementation and a Computer-Aided Graphic Design class in its third year. Don Verger, founder of the Science and Children's Discovery Museums in Acton, and Amy Horniak, a Massachusetts College of Art student and 1996 ABRHS graduate, were visiting artists for high school photography classes. A high school art faculty member presented workshops at two conferences outside the district on visual arts and technology. A slide show of student computer-aided graphic design art work was included in both presentations.

Junior high art students visited the high school Mac lab to partner with CAGD high school students for a session on exploring computer-aided graphic design possibilities. Seventh- and eighth-grade students had the opportunity to participate in an after-school art club which met once a week.

Throughout the year student art work was exhibited within the districts' school buildings and in the system-wide gallery at R. J. Grey. Student art work appeared regularly in the lamplighter and various school newsletters. A kindergarten student's drawing graced the cover of the Kindergarten Handbook. A grade 3/4 class at Merriam School, with the assistance of the art teacher, had e-mail contact with Colonel Charles Precourt, NASA astronaut and Commander of the STS-84/Atlantis' sixth locking mission. They later designed space stations of the future and built them of recycled materials and papier mache.

In February, the Gallery at R. J. Grey housed an exhibit of Visual Arts Department faculty art work. The exhibit consisted of the art staff's recent work in drawing, painting and photography. There was also a computer-generated component of the exhibit that could be viewed on-line.

TECHNOLOGY

The schools continue to make rapid progress in the acquisition and implementation of the use of technology throughout the school districts. The network (ABnet), which was installed in the summer of 1995, is now fully implemented. The network was greatly expanded as a result of the acquisition of a large grant from 3Com Corporation. The Liberty Challenge Grant that was awarded in the spring of 1996 allowed the Districts to augment the network design to incorporate the latest technologies throughout the districts. Boxborough's Blanchard School has also been connected to the network. Nearly 1,000 computers reside on the network.

Many other grants and school-business partnerships from NEC Corporation, Sun Microsystems, Digital Equipment Corporation, PowerSoft, APC, Simmons College and the State of Massachusetts have enabled the Districts to augment the generous support of the local communities. This support has allowed the Districts to develop a world class technology infrastructure.

The Department of Education of Massachusetts designated the Acton and Acton-Boxborough Regional School Districts as Lighthouse School Districts. This honor was awarded for exemplary use of technology in the schools. Teachers from dozens of communities throughout Massachusetts have visited our schools and taken courses and workshops with the Technology staff in order to help them achieve similar success in their school districts. The staff has also made a number of presentations at state Technology Conferences.

Teachers, students and administrators are regularly using the network for electronic mail, research, collaboration and guided exploration of the vast resources on the World Wide Web. The districts have established their own web site: <http://ab.mec.edu>. The site is continually upgraded and will provide a great deal of valuable information to students, citizens of the communities and other interested parties.

Students are involved in a number of the efforts that have been briefly described above. They are assisting in configuring hardware and software, helping with the development of WWW pages, and involved in running a Help Desk where users can turn for help in solving technical problems.

Students are exposed to a wide variety of technologies throughout their school career. They use computers for writing, research, problem-solving, publishing, multimedia, creative endeavors in art and music, and telecommunications. Nine Macintosh computer labs and one PC lab provide students with outstanding facilities to work in large group settings.

Libraries are equipped with computers, a Library Automation System, CD-ROMs, Laser Disk technology and the network for student research and other curriculum-related work. Many staff members take advantage of these to enhance curriculum presentations.

At the high school level, courses are offered in PASCAL, BASIC, C++ and Advanced Programming and Problem-Solving.

A satellite dish on the high school connects all of the schools to the Mass LearnPike, an exciting program run by the Massachusetts Corporation for Educational Telecommunications (MCET). A wide variety of exciting opportunities in interactive video and distance-learning are available through this system. This programming has also been made available to the Cable Television network and is available to cable subscribers in Acton.

SUMMER SCHOOL

The Acton-Boxborough Summer School runs a four-week elementary and six-week secondary program for students of Acton, Boxborough and the surrounding communities. All classes are held at the Acton-Boxborough Regional High School.

The program is entirely self-supporting and offers a broad range of courses. While many students take courses for remedial purposes, more than 50% of the classes are elected for enrichment purposes. In 1997, 307 students attended the Summer School; 113 students, or 37% of the enrollment, were from other school districts. The program is headed by director Niki Veley, who oversees a staff of fifteen certified teachers and eight aides.

Courses for K-6 included Reading, Mathematics and Language Arts (Writing Skills). At the 7-12 level, the courses offered were Pre-Algebra, Elementary Algebra I SP, Algebra I CP, Algebra I AE, Geometry SP, Algebra II SP, SAT I and II Math Review, Junior High English, English 9/10, English 11/12, Creative Writing, SAT I and II English Review, Junior High Science, Biology, Earth Science, Chemistry, French I, French II, Spanish I, Spanish II, U. S. History, World History and Physical Education.

OFFICE OF DEVELOPMENT

The Office of Development is now in its third year of providing system-wide service. This office was established in response to the growing need to seek additional funding as a supplement to the appropriated budget. In addition, the Office of Development helps to coordinate the activities of the Faculty Externship Program.

The Acton Public and the Acton-Boxborough Regional School Districts, together with their many partners, have been responsible for the creation of highly-entrepreneurial achievements in curriculum and instruction, community education, professional development, services for children with special needs, school-to-career initiatives and transportation of students, to name only a few. They have also established strong and supportive partnerships of trust with the greater learning community - businesses, higher education, social service agencies, museums, chambers of commerce, and other public school districts, as well as parents and students. It is, therefore, a central goal of the Office of Development to create a seamless alliance among the many constituencies in the learning community. In doing so, a new synergy for entrepreneurial excitement and achievement is generated and thus becomes the basis upon which supplemental funding is procured.

Grantsmanship: In response to the growing need to seek alternative and supplemental funding, grantsmanship activities continue to grow within the Office of Development and our individual schools. The Grant Writer's responsibilities include the establishment and development of new relationships with individuals, private businesses, foundations and corporations, as well as state and federal government agencies which may become potential sources of supplemental funds.

Faculty Externship Program: Since 1989, the Faculty Externship Program has provided a unique and alternative professional development opportunity for teachers and administra-

tors. Teaching professionals in the workplace are discovering not only the basic skills but the thinking skills and personal qualities sought by employers. It is a model for education-business collaboration and winner of the MA Board of Education's Exemplary Partnership Award in 1990. For the 1997-1998 school year, two members of the ABRSD staff worked in challenging assignments at MIT-Lincoln Laboratory and 3Com.

COMMUNITY EDUCATION

The Community Education office is located in the Merriam School. Its staff organizes, staffs and directs the following programs and activities.

Day and Evening Classes: More than 1,000 classes are offered yearly for children, teens and adults. Classes and other programs are listed in INTERACTION, the Community Education catalog which is mailed four times a year to over 20,000 area homes. More than 10,000 persons enroll in classes each year.

Extended Day Program: Serving 225 Acton Public School families and 79 Boxborough families, Extended Day offers quality before- and after-school care for children in grades K-6.

Preschool Program: Located at ABRHS, the Community Education Preschool is the laboratory for the Child Development course at ABRHS. Completely funded and staffed by Community Education, the Child Development/Preschool course awards 7 credits towards graduation. Preschool has a total enrollment of 56 (28 three-year-olds on Tuesday and Thursday; 28 four-year-olds on Monday, Wednesday and Friday).

All Day Kindergarten Program: Community Education administers the business affairs of the all day kindergarten program at Douglas, Conant, McCarthy-Towne and Merriam Schools.

Camps: Summer Day Camp, located at the Community Education modular at Conant School, offers three two-week sessions of camp activities to more than 300 children in grades 1-6. Also provided are two Preschool summer camps for four- and five-year-olds, vacation camps (offering enrichment activities and day care during school vacations), and many short sports camps.

Youth Basketball League: Offering 16 weeks of coaching, practice and league play to more than 700 boys and girls in grades 3 and up, the league is staffed with more than 100 paid and volunteer coaches, timers, and referees. Community Education provides NYSCA training and certification to coaches and runs clinics for referees at no charge.

Driver Education: Community Education runs a Registry-approved driving school, offering classroom and on-road training to 280 students annually. We also provide an instructor training course.

Pool & Field house Programs: Located at ABRHS, the Pool & Field house Program consists of weekend family open-swim time and open-gym times for basketball on week nights and weekends. Also offered in this facility is a full Red Cross Swim Program on Saturdays during the school year and Monday – Friday for eight weeks in the summer, as well as school year and summer swim teams.

Community Education also conducts classes and schedules drop-in times for the public in the Fitness Center at ABRHS.

Scheduling of Town and School Fields: Little League, Pop Warner and Youth Soccer, as well as individuals, businesses and community organizations, receive permits for school field use through Community Education. Fees charged are returned to the school facility department for field maintenance.

Scheduling Use of School Buildings: All evening and weekend use of the seven school buildings is scheduled through Community Education.

Community Education receives no funding from the School Districts or Town and runs all programs on a self-sustaining basis. Moneys are returned to the following for use of space and equipment – AV, Business Education, Director of Technology, Physical Education Department, Art Department, Facilities, and the Central Office. For more information about Community Education and the programs offered, call 266-2525.

FACILITIES AND TRANSPORTATION

In addition to normal maintenance procedures, the School District has been involved with numerous summer time projects. Parking lots and roadways were repaved at the High School and Conant Elementary School, exterior safety lights were installed at Merriam and painting projects took place at most schools. The High School HVAC project was started in late June and completed by mid-August. This project consisted of replacing all multi-zone roof top units at the High School.

IN CONCLUSION

As I have pointed out on several prior occasions, this report demonstrates that the Acton Public Schools and the Acton-Boxborough School District are complex organizations with a dedicated staff, a clear mission and vision, and a practice of constant self-reexamination and implementation of new programs and services as our resources allow. It is our intention to continue to provide the best possible education to the communities and to seek continued financial and moral support for this very important endeavor.

The towns of Acton and Boxborough have a great investment in the schools since the schools serve the communities' youth and adult populations through public schooling, Community Education, and as a center for much community activity. That is a win-win situation for both the towns and the schools. We want to keep it that way as we look ahead and move ahead to the future.

Isa Kaftal Zimmerman
Superintendent of Schools
on behalf of the School Committees

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

New Name and Public Information Program

In October 1998 the Minuteman School Committee voted to change the name of the school from Minuteman Science-Technology High School to Minuteman Regional High School, with the added tag line of School of Applied Arts and Sciences. The "regional high school" designation is intended to help all families realize that Minuteman is a public high school. Many families did not realize this under the previous name. A new public information program will help parents and students become more aware of the career and college-preparation power of unique Minuteman programs.

Technical Literacy for Local High School Students

Minuteman is once again collaborating with Wayland High School is providing technical training for six of its high school students. The students are currently spending two hours every morning at Minuteman receiving career training in several of our technical training programs. One student is taking Carpentry, one student is taking Electronics, two students are taking Electromechanical Robotics and two students are taking Graphics Communication Technology. These students return to Wayland High School in the afternoon for their academic courses. The Wayland-Minuteman Program provides the Wayland students with an opportunity for hands-on learning experiences (Wayland High School closed its industrial arts program for budgetary reasons). This is the second year Wayland High School has been participating in this program. This part-time program is open to any member town that provides all of its students with full access to information on all Minuteman programs.

Middle School Technical Literacy Program

Another example of the partnerships Minuteman has created for district towns is the middle school technical literacy program. Minuteman is currently working with the Lexington, Acton-Boxborough, Lincoln, Sudbury, Bolton, and Lancaster middle schools in providing local teachers to develop and incorporate technology education into their curricula while providing technology instruction in support of the Massachusetts Curriculum Frameworks.

Minuteman also provides the very popular After-School Program, which provides hands-on career and academic enrichment opportunities on Tuesday and Thursday afternoons during October and on Monday and Wednesday afternoons during March. This program is offered without charge to our in-district 6th, 7th and 8th graders with transportation provided from district middle schools to Minuteman and back. These middle school programs are all financed by the Minuteman Tech budget.

Grants and Donations

Minuteman manages to keep its technical and academic programs up-to-date while surviving fiscal pressures by working diligently at seeking grants and donations. The Technology Division has received a number of state and federal grants that will enhance the opportunities and resources available to students and teachers. These include the National Science Foundation Telecommunications Grant, the Massachusetts Department of Education's Emerging Technology Grant, the Environmental Trust Grant and the Texas Instruments Calculator Based Laboratory Grant. The academic programs also continue to utilize available grants to supplement and enrich our academic programs. The 97/98 grant approvals include the following: a \$5,000 CBL Texas Instrument Training Grant; a \$2,882 Department of Education Math/Science Teaching Training Grant; a \$2,117 Department of Education Essential Skills Grant, and a \$4,500 PALMS II Grant. In addition to these grants, Minuteman has also received several donations of state-of-the-art equipment from its industry partners. Some of these donations include: \$40,000 worth of equipment donated by the Giles Food Service Equipment Company to be used in the Culinary Arts Department, an intraoral camera with an estimated value of at \$8,000 donated by a local dentist to be used in the Dental Assistant Training Program, and a donation of a \$3,000 page imposition software program from DK&A Prepress Software Company.

New Curricula

The entire Minuteman curriculum and philosophy is designed to prepare students for the joy and challenge of lifelong learning in high opportunity career areas. In keeping with this philosophy, Minuteman has incorporated new additions into its curriculum and has added a new Chapter 74 Program, the Telecommunications Technology Program. Some new curriculum additions within the Technology Division include Aquaculture and Geographical Information Systems training for Environmental students, the incorporation of Telecommunications Technology into the Electronics Program, and the development of a new flexible manufacturing training station as part of the Electromechanical Robotics area. The Trades Division this year implemented the General Motors/Chrysler Corporation AYES Program. The Automotive Youth Educational Systems program is designed to prepare the master technicians needed to use state-of-the-art tools and equipment in repairing advanced computer-controlled systems. Minuteman was one of five schools in Massachusetts to join in this new learning partnership with automotive dealerships.

Student Awards

Attesting to the quality of the Minuteman education they are receiving, a number of students earned state and national recognition during the 1997-1998 school year. Some of these awards and recognition's include:

Daniel Ramras of Concord received early entry into Cornell University after completing his high school requirements in three years. Daniel is currently a Gold

semifinalist in the 44th annual National Merit Scholarship Program.

- In the Massachusetts State VICA competition, held in May, Minuteman students won five first place medals, five second place medals, and three third place medals.
- In the National VICA competition, held in Kansas City, Missouri in June, one student won a silver medal in the Collision Repair Technology competition; one student won a silver medal in the Robotics Technology competition and one student placed 4th in the Technical Computer Applications competition.
- Two Minuteman Math Teams placed first and second in the Massachusetts Vocational Math League Meets in both November and May last year. The combined team placed fifth in the University of Massachusetts Lowell Challenge '98 competition. Jennifer Scheipers won a \$1,000 scholarship to WPI for the second year in a row in the WPI Math Meet.
- In a field of 280 entries from across the state, two Minuteman students were among the first place winners in the Massachusetts Science Fair held at the Massachusetts Institute of Technology in May. Jessica Eckhardt of Arlington won first place in the Environmental category for her "Biocoil" project. Dan Ramras of Concord won first place in the Math category for his project on the "Combinatorial Properties of Lattice Paths." Gene Shpirt of Arlington won a second place award in the Biology category for his project on "Sea Urchins". Chris Ragnelli of Lexington won a third place award in the Biology category for his project on "Macro Invertebrates."
- In the International Science Fair held in Texas, Jessica Eckhardt of Arlington received a second place award in the Environmental Technology Division for her "Biocoil" project (1,000), and a Special First Place Award from the Society of Toxicology and Chemistry (\$500.) and a \$12,000 scholarship to Indiana University.
- Minuteman Senior Jessica Duff from Waltham won a \$1,000 scholarship to the college of her choice for her project on Food Marketing Research at the 39th annual DECA State Career Development Conference held in Danvers in April.

Staff Awards

Minuteman staff members continue to receive recognition for their outstanding contributions in their classrooms and communities. Dental Instructor Ellen DiGiacomo was honored by the Goldin Foundation for Excellence in Education as one of its

Educators of the year. DiGiacomo has taught Dental Assisting for more than twenty years. The foundation annually recognizes and rewards educators who have made outstanding contributions in teaching. Culinary Arts Baking Instructor Norman Myerow served as a coordinator at the Inaugural VICA Culinary International Youth Skills Olympic Trial and was selected to serve with the Massachusetts Retail Bakers of America as coordinator of the International Skills Olympics to be held in Canada during November, 1999. Myerow was also recently inducted into the Les Amis d'Escoffier Society of Boston, a prestigious culinary arts organization.

Accreditation

In October of 1998, Minuteman hosted a visiting education team from its accrediting agency — The New England Association of Schools and Colleges. The team unanimously recommended continuation of the school's accreditation and defined numerous commendations for the staff and school programs. It also endorsed the school's plan for pursuing relevant space needs.

Space Needs

Minuteman is filled to capacity and needs more technical lab space and the addition of training space for a hospitality careers academy and a health careers academy. The School Committee is proposing a school-industry partnership that would create needed space at no expense to taxpayers as follows:

- An on-site training hotel of the extended-stay type (no restaurant and no conference facilities) to minimize traffic.
- An on-site assisted living facility for senior citizens, a facility with training space for health, cosmetology, maintenance and culinary majors.
- An industry-school technical building that would fulfill the critical needs for technical lab space.

With the decrease in off-site school traffic that would be made possible by these new facilities, they would provide a major increase in quality of career learning experiences with very little traffic impact. In fact, campus-related traffic will remain far below the level proposed when the school was approved by member towns.

Legislation

Some very discriminatory and potentially harmful legislation was directed at Minuteman in 1998, legislation that was filed without consultation with or notice to school officials or concerned parents. The reason given for this unusual action was that state tuition for some non-residents is too low; so the answer became take support away from all students rather than fixing the tuition level. It would give member towns the right to reduce their budget contributions below a level that would support a reasonable expenditure per pupil. The School Committee will ask

member towns to provide proper support in spite of the unusual legislation and will ask all friends of the school and its service to join in seeking 1999 correction of the legislation that was adopted without public hearings.

Minuteman also provided service to hundreds of member town middle school students.

**Budgets for Fiscal 1997 and Fiscal 1998
(Appendix A)**

Respectfully submitted,

**THE MINUTEMAN REGIONAL
HIGH SCHOOL COMMITTEE**

Acton-Robert Wiltse, Chairperson
Arlington-Paul Schlichtman
Belmont-Joseph White
Bolton-Paul Scheipers
Boxborough-Donna Corey
Carlisle-Sandy Ford
Concord-John McCarthy
Dover-Frank Gobbi, Jr.
Lancaster-Shawn Winsor
Lexington-Jane Pagett
Lincoln-Sally Bobbitt
Needham-Jeffrey Stulin
Stow-Frances Hyden (completing service)
and John O'Connor (joining)
Sudbury-Glenn Noland, Vice-Chairman
Wayland-Dorothy Pesek
Weston-Josef Gazzola

Summary of 1998 Services to Member Towns

These figures represent a summary of high school level service in October of 1998. Service to middle schools is NOT included. Pupil counts are full-time equivalents (i.e., 1 pupil = 1080 hours of service):

Acton	26.6
Arlington	136.79
Belmont	44.5
Bolton	17.0
Boxborough	5.0
Carlisle	5.6
Concord	15.3
Dover	4.0
Lancaster	34.6
Lexington	46.77
Lincoln	5.29
Needham	20.5
Stow	32.6
Sudbury	11.0
Wayland	4.0
Weston	7.0
Non-residents	489.0

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
OPERATING FUND**

**COMPARISON OF BUDGET TO ACTUAL
FOR THE MONTH ENDED JUNE 30, 1998
(UNAUDITED)**

REVENUES	FY 97 ACTUAL	FY 98 BUDGET	ACTUAL/ ENCUMBERED	TRANSFER/ RECEIPTS	AVAILABLE
Assessments	6,363,861	6,787,212	6,787,212	0	0
Chap 70	2,152,078	2,199,446	2,199,446	0	0
Trans Ch 71	454,970	541,883	541,883	0	0
Choice	1,121,684	1,039,439	1,039,439	0	0
Other	159,720	166,254	166,254	0	0
App Sur	157,440	170,303	170,303	0	0
Tuition	1,448,818	1,671,305	1,671,305	0	0
Total	11,858,571	12,575,842	12,575,842	0	0
EXPENSES					
Bldg. Trades	88,463	103,595	98,835	1,292	6,052
Comm Serv	14,827	17,336	19,906	3,042	472
Electronics	42,560	38,945	39,996	2,436	1,385
Graphics	82,781	86,542	76,246	10,103	20,399
Health Instr	26,936	27,774	27,320	31	485
Metal Fab	39,315	38,435	41,095	0	-2,660

EXPENSES	FY 97 ACTUAL	FY 98 BUDGET	ACTUAL/ ENCUMBERED	TRANSFER/ RECEIPTS	AVAILABLE
Power Mech	17,267	17,325	12,865	1,069	5,529
Techn	76,182	82,795	77,677	-1,405	3,713
Aft Program	14,912	11,870	11,219	0	651
Reg Occup	111,521	4,930	98,885	95,485	1,530
Spec Trades	23,332	30,458	30,649	1,094	903
ROTC	2,874	7,740	8,564	400	-424
Commun	28,184	36,508	34,383	65	2,190
Human Rel	18,586	23,700	18,746	0	4,954
Math	33,834	49,310	48,882	254	682
Science	64,965	66,100	62,711	0	3,389
Phys Educ	6,247	9,850	7,517	0	2,333
Athletics	89,732	106,830	93,692	1,000	14,138
Bus Instr	3,470	5,025	9,592	0	-4,567
For Language	17,994	27,275	23,662	0	3,613
Art	11,071	12,735	10,125	0	2,610
Music	900	420	283	0	137
Driver Ed	0	0	0	0	0
Instr Res	54,729	68,705	67,263	384	1,826
Pupil Supp	40,379	42,733	45,193	136	-2,324
Principal	95,275	90,100	85,812	7,028	11,316
Voc Co-Ordn	8,472	7,650	10,339	1,200	-1,489
Computer Serv	75,416	54,229	38,971	0	15,258
Dean	3,510	4,120	4,045	0	75
Dst Prog	32,119	41,969	37,372	-1,591	3,006
Legal Fees	40,637	25,000	37,576	99	-12,477
Audit Fees	29,500	31,000	29,500	0	1,500
Superint	3,034	3,702	3,762	0	-80
Plann/Acad	51,763	47,417	49,285	721	-1,147
Business Off	16,850	16,644	14,416	434	2,662
Risk Ins	117,880	130,664	117,886	157	12,935
Ret/Empl Bnft	892,503	991,489	985,127	36,620	42,982
Transp	841,729	793,639	989,372	750	-194,983
Cafe	8,400	8,750	8,344	74	480
Oper & Main	836,273	879,962	859,387	2,096	22,671
Equip Pur	207,393	442,071	382,010	0	60,061
Debt Mang	0	0	0	0	0
Salaries	7,767,057	8,090,500	8,024,894	37,735	103,341
TOTAL	11,936,872	12,575,842	12,643,404	200,709	133,147
EXCESS REV	-78,301	0	-67,562	200,709	133,147

ACTON MEMORIAL LIBRARY

As 1998 drew to a close, the completely renovated and expanded library next to Town Hall was nearly finished. By the time you read this, the Acton Memorial Library's move will have been accomplished and the temporary quarters in the old Acton True Value location on Main Street vacated. We will thus realize the goal that so many of us in this community have been working for since 1995. Thanks to continued community support, responsible guidance by Town Boards and officials, and the teamwork of Acton Memorial Library Trustees and staff, the expansion will be completed within the original budget and close to the original schedule.

The design, by the architectural firm A. Anthony Tappé Associates, was refined throughout an extensive period of public comment and it has clearly met all operational and aesthetic expectations. The Romanesque character of the original 1890 Richardsonian building has been reflected throughout the entire new structure. At the same time, the highly functional open spaces and basic structure of the 1966 expansion are preserved and effectively re-used. The expansion project also addressed Town Hall needs with the inclusion of new public meeting and parking spaces. The Acton Historic District Commission also contributed several practical suggestions on the exterior, all of which enhance the character of the Town Center.

Tappé Associates has proved equally skilled and attentive in overseeing the day-to-day work of construction, which was performed by the Zambarnardi Construction Company of North Andover, Mass. We were also pleased that the owner, William Zambarnardi Sr., was on the job site almost every day, as was Joe Cosenza, our capable Clerk of the Works on the project.

The townspeople should be pleased by the execution of this project. Due to excellent planning, change orders were kept under two per cent of the total project cost of \$6.3 million. Projects of this scale usually tally closer to five per cent for unplanned expenses of this kind. For this we can thank not only Zambarnardi Construction's professionalism but also the close attention of project manager Dean Charter, Director of Municipal Properties, and the many other Town employees involved in this effort and the very capable, effective direction of Drayton Fair and his crew at Tappé Associates. Library Director Wanda Null was intimately involved with the construction, as she has throughout every phase of this expansion, ensuring the crews understood library needs and keeping tabs on construction details and monitoring progress and costs. The results of this entire building team have fully justified the faith that Acton voters showed in 1996 when they approved the entire \$6.3 million requested for the project budget. Since that approval, Acton was awarded a State grant of \$2 million, reducing the Town outlay and thus making the new structure even better value for local taxpayers.

Besides the everyday hard work, attention has been paid to properly commemorate this once-in-a-generation expansion and involve all citizens in the process. Trustee Frank Joyner chaired a diverse group to plan appropriate festivities at various project milestones. The Celebrations Committee includes Catherine Christensen, Susan Richmond, and Jennifer Sullivan from the A-B Cultural Council, Carol Doblewski from the Friends of Acton Libraries, Phyllis Meade from the AML Foundation, Town Moderator Don McKenzie, Selectman Nancy Tavernier, AML Assistant Director Ellen Clark, and Trustees Dennis Ahern and Ray Shamel. The 1997 events were concluded by a New Year's Eve beam signing which attracted over 70 hardy scribes. The premier celebration will be the May 16, 1999 rededication of the new facility, 110 years after the Wilde family dedicated the original library.

The Celebrations Committee hosted a January 10th ceremony marking the placement of a time capsule behind the cornerstone. Scores of contributions - from school children, seniors, and various community organizations - were received at a public collection point in the temporary library. Several contributions were also made at West Acton's Oktoberfest, at which a complete display of construction and time capsule plans were prominently displayed. All these items will give future citizens an idea of what it was like here in Acton in 1998. The capsule, a gift of All Metal Fabricators on Hayward Road, will be opened in May 2090, on the bicentennial of the original Memorial Library building.

When construction began in 1997, the library operations were moved to the former Acton True Value store at 222 Main Street. Despite the more limited space, circulation continued to increase, although not at the annual 10 per cent rate for previous years. Parking at True Value proved quite ample and many patrons commented that they liked the fact that the necessary reshuffling brought different parts of the collection to their attention. Whatever the reasons, over 314,000 items were circulated in Fiscal 1998, up from 293,000 in the previous fiscal year. Like the patrons, the staff did an excellent job adjusting to the new location. Staffers Ellen Clark and Gloria McGuinness worked out location and move details well in advance. Support from the community and Town departments has been outstanding for the past year and a half. The Town Maintenance, Engineering, and Municipal Properties departments worked hard and long hours to ensure the former hardware store served as a decent library location. During this period, the Water District has also generously allowed the use of their headquarters on Massachusetts Avenue for Trustee and Design Team meetings.

The Trustees had an unusually active year, finding that new circumstances required updating several library policies. Perhaps the most satisfying change was the reduction of the minimum age to obtain a library card. Previously, kindergarten graduation was also the requisite rite of passage to obtain a card. With today's eager readers, we now find that age four is a more appropriate. In anticipation of the much greater demand on the



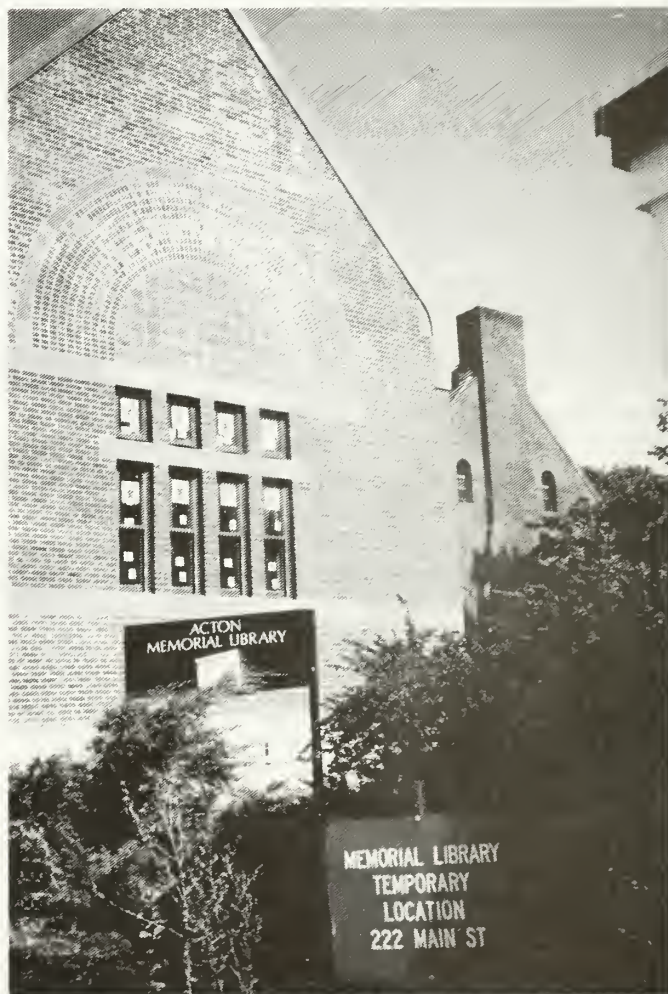
Laying the corner stone at the newly renovated Library.



Young Adult section of the Library under construction.



Taking shape, the front facade of the Library was interesting construction project.



Old and new sections of the Library harmonize as a sign directs patrons to the temporary location.

meeting space in the new facility, the facilities use policy was revised. After months of study and debate, an Internet Use policy was adopted. A subcommittee of Ann Chang, David Barrat, and David Didriksen examined the issues and looked at what other public and school libraries were doing in this area. Their recommendations were accepted and will be implemented in the coming year. They focused primarily on limiting exposure of potentially offensive material to younger children.

This common concern for young people led the Library Staff and Acton Public School Librarians to continue their series of meetings designed to improve services to students and cooperation among the Town's libraries. This year saw the introduction of a Homework Alert form, enabling both public and school libraries to ensure sufficient materials are on hand to complete student assignments. Also, a new "AML Information for Teachers" flyer was designed and distributed in the teacher orientation sessions. Group purchasing on reference materials was adopted, saving hundreds of dollars. The participants are finding that the regular meetings, coupled with the increased use of electronic mail, are promoting more efficient communication and information sharing. The importance of school-library cooperation is attracting increasing attention at the State level. This September the Massachusetts Board of Library Commissioners issued a 27 page document on the subject. The R.J. Grey Junior High Librarian was a member of the task force that drafted the report. Acton has taken many steps in the direction this document charts.

The everyday services provided by the Library continue to be the major focus. The Children's Department hosted 202 programs for young patrons and their parents. Orientation programs for preschool and local teachers were expanded. The Reference Department fielded close to a thousand questions a month, while continuing to upgrade and integrate the use of electronic resources with traditional print media. Our chief electronic resources are obtained through the Minuteman Library Network, a consortium of 37 Town and academic libraries in our region. We are fortunate to be in the Minuteman region as it has consistently led the field in introducing capabilities like on-line viewing and renewal of items checked out. This past year, the network converted its backbone to the TCP/IP protocol, making the entire operation more Internet accessible. With the addition of Brookline, Cambridge, Lexington, and Newton to the network, our patrons now have direct access to over 5 million items, which can be ordered and delivered, if you wish, directly to our Library.

Many community organizations contributed in this year to help the Memorial Library, but two are specially intertwined with its core mission and deserve special mention. The Friends of the Acton Libraries had another very productive year. The June book sale had to be moved to new quarters in the High School Cafeteria, but it still broke all previous records, netting over \$6,000 to benefit all Acton Libraries. The Friends employ the funds for diverse library-related purposes, from book pur-

chases to underwriting "rent-a-book" programs. The Acton Memorial Library Foundation organization, again bought many library materials and sponsored Sunday openings from October to early June. Recently the Foundation established its most ambitious program yet, a major drive for an endowment fund. By December, \$200,000 had been given or pledged by individuals and many local businesses. The interest from the fund will be used for a variety of library services. In September, the Foundation sponsored an event for donors at the Collings Museum in Stow.

Citizen generosity also sustained the annual Holiday Gift Program, in which 90 new titles were donated to the AML collection. The Museum Card Program continued to make available free passes to local institutions. Sponsors in 1998 included the Acton Garden Club, the Acton-Boxboro Junior Women's Club, the Friends of the Acton Libraries, the Acton Women's Club, Roche Brothers Supermarkets, and Acton Medical Associates.

We were saddened by the passing of two unique people who have made special contributions over the years. Long time Trustee and founder of The Friends, Margaret Richter; and local writer/poet Maurice Sagoff concluded long, productive lives in our community. Those who knew these wonderful people will be pleased to know that both will have special memorials in the new facility. This year also marked a special milestone for Library Director Wanda Null who celebrated her 30th year leading the AML. This was commemorated at an April surprise party at the Scupper Jacks. Scores of local people readily came to express their appreciation of Wanda's dedication and leadership all these years.

We are all deeply appreciative of the support and understanding this remarkable community has shown these past few years. Thanks to you, we have a new building that will serve our community for many, many years to come. Thank you for making this possible.

Board of Trustees
Robert V. Ferrara, President
Henry J. Hogan III, Vice-President
David W. Didriksen, Secretary
Dennis J. Ahern
David T. Barrat
Ann W. Chang
Brewster Conant
Frank Joyner
Raymond A. Shamel

WEST ACTON CITIZEN'S LIBRARY__

The West Acton Citizens' Library, funded by the Town of Acton, has been serving the town since 1883. This friendly and informal library is Acton's first and oldest free public library. There are many town residents who read their first book in this quaint facility.

The children of Acton are well served at the Citizens' Library. Tot Time is a popular weekly program for preschool children presented by Annette Lochrie and funded in part by the Citizens' Library Auxiliary. Also, this past summer, from late June through mid-August, a creative summer reading program was offered to the children of the town. There were two morning sessions each week plus two evening sessions. This program was funded by the auxiliary and directed by Kathy Chamberlain.

In addition to sponsoring Tot Time and the summer reading program, the Citizens' Library Auxiliary and the Suzi M. Pomeroy Memorial Trust Fund provide funds for passes to the Discovery Museums in Acton, the Orchard House in Concord, Fruitlands Museums in Harvard, and the Eco Tarium (formerly New England Science Center) in Worcester. The auxiliary also holds the annual May fair which is a day of fund raising and entertainment.

Generous contributions from the West Acton Merchants, Business, and Professional Association, from Friends of Acton Libraries, and from individual donors supplement the budget.

A dedicated team of volunteers is of prime importance in providing extra desk duties and maintaining the many services offered. Volunteers also provide an Outreach Program, delivering books to Suburban Manor, to Windsor Green, and to any housebound patron requesting this free service.

The Citizens' Library thanks the United Way volunteers and the Girl Scouts who gave hours of labor beautifying the library grounds and the Boy Scouts of Troop 32 for their help at the annual May fair. Special thanks go also to Mr. Charles George for his skill in constructing custom shelves for the library and to the late Mr. Tom Heaney for the success of the fair's plant sale during the past two years. All the volunteers and staff have the library's special thanks for all their time, talent, and spirit so freely given.

The Citizens' Library is a unique institution in Acton, serving patrons with dedication and zeal. With the continued help of all the citizens of Acton, the library will grow and prosper.

Trustees:

Robert Loomis, Chair
Madeleine Kaduboski, Publicity
Virginia Rhude, Secretary

Librarian:

Regina Tischler

CULTURAL AND HISTORICAL ACTIVITIES

ACTON/BOXBOROUGH CULTURAL COUNCIL

At its November 9, 1998 meeting, the Acton/Boxborough Cultural Council (ABCC) voted to grant a total of \$14,582 to individuals and organizations offering arts-related programs accessible to the Acton/Boxborough community. This amount represented our allocation from the Massachusetts Cultural Council (MCC) of \$10,148, plus an additional \$4,434 MCC Matching Incentive Award, based on our fundraising efforts. A sampling of this year's grant recipients includes the local elementary schools and junior high for arts enrichment programs, the Acton Memorial and Albert J. Sargent Memorial Libraries for storytelling and musical events, Acton/Boxborough Celebration '99 and the Acton Earth Day Committees for community-wide celebrations, the Discovery Museums for a new installation, the Commonwealth Civic Ballet for their classic Nutcracker, and artist Cynthia Durost for art workshops for seniors.

The council-initiated local author series, which opened with Boxborough resident fantasy writer Ken Wisman, in December 1997, continued with readings by children's author/illustrator Ilse Plume on February 11, novelists Carolyn Preston and Christopher Tilghman on March 26, naturalist/philosopher John Hanson Mitchell on April 30, and essayist Judith Rosenberg on May 14. More than 200 people attended the series, and the readings alternated between the Blanchard Library and the Acton Town Hall. In response to residents' wishes for more free family concerts, ABCC sponsored New England folk artists Yankee Notions in August and regionally acclaimed Acton musicians Eric Kilburn and Seth Connelly at the Octoberfest. ABCC was also active in installation in the new building.

We held our annual community input meeting on April 30, following the reading by John Hanson Mitchell. We also collected community input from surveys distributed at the Boxborough Town Meeting and at the Octoberfest. Respondents called for more events, particularly family concerts, and expressed interest in community-wide arts festivals and in local talent, all of which we are working hard to promote, as evidenced by our activities this year.

This year, the ABCC moved into an exciting new role in working directly with Town organizations to expand cultural opportunities in both Acton and Boxborough. At its April 1998 Town Meeting, the Town of Acton approved an allocation to the ABCC of \$5,000 for ongoing expenses for the second consecutive year. In May, the Town of Boxborough voted for the first time to approve an allocation of \$1,000 at its Town Meeting. The town monies approved in spring 1998 have been earmarked for specific town events to be held in spring and summer 1999. In Acton, planning has been underway since August 1998 to spon-

sor musical performances, an art exhibition, and readings in conjunction with the opening and rededication of the renovated Acton Memorial Library, and to support a day of musical, dramatic, and artistic performances at the opening of the North Acton Recreation Area (NARA) in September. For these events, ABCC members have been meeting regularly with the Library Celebrations Committee and with a NARA Planning Committee consisting of the Director of Natural Resources, Recreation Director, and representatives from the Recreation Commission, Selectmen, and Community Education. Planning has also been underway throughout the fall for cultural activities to be presented in conjunction with the opening of the new Boxborough playground at Flerra Field, and for a one-woman show open to the community to be performed at the Blanchard auditorium in March.

In summary, the ABCC has taken great strides in 1998 to be come an integrated part of many facets of cultural programming in Acton and Boxborough. We hope to continue to expand our role as facilitators, advisors, and organizers in helping to promote high quality arts and cultural opportunities for the citizens of Acton and Boxborough.

Boxborough
Diane Hoff
Lynn Horsky
Acton
Jean Butler
Catherine Colman, Co-Chair
Carol Drago
Jo Goldman
Kay Hartung
Susan Richmond, Co-Chair
Noreen Rowe, Secretary
Jennifer Sullivan, Treasurer

The \$5,000 allocated to the ABCC by the Town of Acton in 1998 is being spent as follows:

- | | |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| \$2,000 | Support of Acton Memorial Library Rededication ceremony in May 1999, including classical chamber music, an art exhibition, and a literary event. |
| \$3,000 | Hiring musicians, artists, and theatrical performers for the North Acton Recreation Area Opening in September 1999. |

The \$1,000 allocated to the ABCC by the Town of Boxborough in 1999 is being spent as follows:

- | | |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| \$335 | Sponsoring a one-woman show dramatizing the life of Olympic champion Wilma Rudolph, who overcame severe handicaps from polio to become the fastest woman in the world. This performance will be held at the Blanchard Auditorium in March, and is open to the public. |
| \$665 | Sponsoring cultural activities, including a musical performance, to celebrate the Opening of the new Boxborough playground at Flerra Field in June or July. |

HISTORICAL DISTRICT COMMISSION

1998 was a quiet year of maintenance, re-roofing and general repairs in the historic districts. Of the twelve roofing projects, the most common work done this year, nine were done under Certification of Non-applicability (CAN). Several applications were made for replacement of new doors or windows, most were approved and issued Certificates of Applicability (COA). A few gutter installations, two sets of stairs, a porch removal, and a porch rebuild were also approved. Only one larger project, an addition, was requested and approved this year. Two municipal projects of mention were the Minuteman Building trash shed and the free-standing sewer pump station, in the South Acton district, both of which were approved.

In all, twenty-four applications were received by the Commission. We issued twenty COAs and sixteen CNAs, and approved several amendments to prior applications. No application that came before us was denied.

Michaela Moran, Chair
Anne Forbes, Vice-Chair
Donna deBoever, Secretary
Robert McCall
Sandra Schmidt
Thomas Peterman
Peggy Wargelin (alternate)
Ken Guditz (alternate)

HISTORICAL COMMISSION

The Acton Historical Commission was established for the preservation, protection, and development of the historical and archeological assets of the town. Our most important goal is the preservation of Acton's historic places. To that end the Cultural Resource List was developed, and is made up of buildings more than 40 years old which are historically or architecturally significant. The list is on file at the Acton Memorial Library. It is this list which triggers the involvement of the Historical Commission when someone applies for a demolition permit

Demolition permit hearings are announced for two weeks in the local newspaper prior to the hearing and the public is invited to attend and participate.

It is our goal to keep old and new Acton citizens aware of our rich heritage for this, and future generations.

Victoria Beyer, Chair
David Harris, Clerk
Anita Dodson
Peter Grover
William Klauer
Mark O'Neil, Associate

COMMUNITY DEVELOPMENT

CABLE ADVISORY COMMITTEE

In 1998, the Cable Television Advisory Committee continued its work as a consumer advocate and made progress on the process for renewal of the Cablevision license. We processed several consumer complaints and obtained assistance for consumers in reaching resolution of installation and service problems with Cablevision when possible under the terms of the license. We also obtained a rate reduction through our coordination of petition from local citizens to the FCC.

The current Cablevision license expired in June 1998. Since then, we have allowed Cablevision to operate under a series of interim licenses while we continue to negotiate the best possible renewal terms for the Town and for subscribers within the Town. While we do not, under current law, have the option of refusing to renew the license or to seek another cable company, we do have the ability to negotiate terms of the new license that are beneficial to the town. This will continue to be our primary task during the first few months of 1999. Once the Cablevision contract is renewed, we expect to be negotiating a contract with RCN to finally provide a competitive choice for Acton cable subscribers.

The Committee meets on the third Thursday of each month, and would welcome several new members to assist us with our work this year. If you are interested, please contact the Volunteer Coordinating Committee.

John Covert, Chairman
Terra Friedrichs
Laura Hirsch
Peter Robinson
Scott Wieder, Clerk

FENCE VIEWER

The duties of the fence viewer are contained in Massachusetts General Laws, Chapter 49, Section 1-20, inclusive. This law pertains to the need for partition fences on property lines of adjoining improved parcels of land used for agricultural purposes (primarily the keeping of livestock). The appointed fence viewer for the Town reports no activity in such partition fences for the year 1998.

Although this is now an archaic position, several general questions concerning fences are answered each year. Landowners, when erecting fences, should keep the following facts in mind:

1. Section 5.3.1 of the Town's Zoning Bylaw limits the height of walls and fences in yard setback areas to no more than eight feet.
2. Massachusetts General Law, chapter 49, Section 21, determines when certain fences may be deemed a private nuisance and should be consulted when there is a question concerning a spite fence.
3. Section E39 of the Town Bylaws provides that when erecting a fence fronting on a public way the fence should not encroach within the public right of way without a written license from the Board of Selectmen. Assistance in determining the location of this right-of-way line is generally available from the Acton Engineering Department.
4. The installation of a fence does not generally require a building permit; however, erecting a fence in a Local Historic District will usually require a Certificate of Appropriateness from the Acton Historic District Commission.

I can be reached during the day at 264-9628.

David F. Abbt, P.L.S.
Fence Viewer

HANSCOM FIELD ADVISORY COMMISSION (HFAC)_____

The HFAC was created by an Act of the State Legislature in 1980, and consists of members of the abutting Towns, other affected towns (Acton is in this category), Massport, associated Federal agencies, business interests at the airport, and various other organizations and citizen groups with an interest. The minutes and membership list are on file at the Acton Library.

Massport reports that Hanscom Field generates over \$60 million per year for the regional economy. However, the Hanscom Field operating deficit is currently running at just over \$2 million per year. In 1997 and 1998 Massport considered issuing requests for proposals to invite development of income producing property, such as a golf course, office complex, or convention center. All efforts in this regard were suspended in 1998.

The following statistics reflect flight activity and noise complaint comparisons between 1997 and 1998. All noise monitors were in operation for the full year, though it should be pointed out that they also register natural noise such as birds and crickets which may land on the monitor. No unusual noise events were detected during the year other than the August Air Show. The 1997 Noise Report and monthly 1998 Noise Reports are on file in the Acton Library.

Flight Operations	Night Operations	Avg. Noise Level	Noise complaints
1997 188,087	1498	113.0 dB EXP	2527
1998 180,000 (est.)	1600 (est.)	113.6 dB EXP (est)	2000 (est.)

Massport partially resurfaced the taxiways in 1998. However, the FAA received no funding in 1998 for its new control tower. The current control tower is 1940's vintage. Four underground fuel storage tanks were replaced on the field, and a new burning procedure was used, at the suggestion of the Concord Conservation Commission, to control vegetation growth along the flight path approaches.

HFAC and Massport implemented a Fly Friendly program of signs along the taxiways reminding pilots to keep noise levels to a minimum. HFAC is drafting a request for State funding for the purpose of conducting a new Noise Study for the field.

The Air Force held an Open House on August 1-2 1998, featuring the Navy Blue Angels. This was the second year in a row for the Air Show, which caused considerable discussion because of the amount of disruption to the local traffic and neighborhoods caused by the show. There are no plans for any Air Show in 1999.

An Ad Hoc committee was formed in 1998 by community members to develop a Memorandum of Understanding with

Massport over use of the field for purposes other than General Aviation. As of the end of the year, the MOU has apparently become a dead issue due to disagreement over several details.

During 1998 Massport received a Freedom of Information (FOI) request from the National Air Transportation Oversight Committee (NATOC). The FOI asked for data regarding noise complaints, including names and addresses of people submitting complaints. Massport is uncertain of the intentions of NATOC, and is carefully responding to the FOI. People who make noise complaints may not realize their names are public record and can be released by Massport.

The 1997 Annual Report for Hanscom Field was published in March 98, and Massport should publish the 1998 report in February 99. Both should be available in the Acton Library.

Richard B. Rippere

ECONOMIC DEVELOPMENT COMMITTEE_____

The Board of Selectmen established an Economic Development Advisory Committee in 1997 to act as the first sounding board for commercial and industrial issues in Town. By 1998, the organization converted to the Economic Development Committee (EDC), designed to advise the Selectmen on matters pertaining to Acton improving its economic well-being.

It is comprised of up to 11 residents or business owners representing various groups interested in enhancing the Town's economic development capability. The allotted make-up is Board of Selectmen - 2, Planning Board - 2, Acton Area Chamber of Commerce - 2, Finance Committee - 1, and at large members - 4. The Committee is supported by the Assistant Town Planner. There are currently nine full members and one associate member.

The EDC adopted the following mission statement: "To enhance the value and desirability of our community by (1) supporting current commercial and industrial businesses, (2) encouraging the absorption of underutilized property, and (3) attracting new businesses that meet the long term needs of the Town."

Over the last seven to eight years, residential build-out (as defined by the 1991 Master Plan) has continued often at a rapid pace and now represents 86% of the tax base. However commercial and industrial (C&I) build-out has declined over the same period from 22% to 14%. The result is that residential taxpayers have had to absorb a larger and larger share of the Town's tax burden. Recognizing the protective and competing concerns of our community, the EDC believes that a key factor in reducing taxes of residents is to attract and grown the C&I segment.

As a result, in conjunction with its substantial input to the Update to the Master Plan, the EDC created its sole Goal: Promote current and new commercial development within the context of the Master Plan by strengthening the tax base to reduce the tax burden on residential taxpayers. There are two Objectives within that Goal:

1. Support commercial and industrial growth that will fit in Acton and contribute to the community's quality of life and fiscal stability.
 - Encourage commercial and industrial development
 - Attract new businesses
 - Increase the diversity of commercial enterprise
 - Increase Commercial, Industrial and Personal Property revenues share to 20% within the next 5 years.
2. Support the concept of village and business districts by encouraging businesses of appropriate scale that will contribute to a mix of activities.

To get started, the EDC contracted with the Center for Economic Development at University of Massachusetts to evaluate Acton's demographics, advise the Committee, and formulate some Action plans. Other activities in our first year have been to facilitate the completion of site inventory, parcel segmentation and data-base formulation for C&I properties, and to survey many of our smaller businesses. We have created a new survey to address economic development issues with over 60 of our largest businesses. In conjunction with the Acton Area Chamber of Commerce, we supported continuing a unified tax rate and started a dialogue with Massachusetts Office of Business Development. In the future, the EDC will continue to be alert to and an advocate of economic development opportunities, conduct an analysis of the economic aspect of the overlay districts, and suggest potential re-zoning of parcels from residential districts to C&I districts.

The EDC meets on the fourth Thursday of each month at 7:30 PM in the Town Hall. All are welcome.

Stephen M. Aronson, Chairman	Wayne Friedrichs, Immediate Past Chairman
Herman Kabakoff, Vice Chairman	Tom Chmura, Member
John Pavan, Member	Rheta Roeber, Member
Joshua C. Chernin, Member	Leo Bertolami, Member
Ann Chang, Member	Terra Friedrichs, Associate Member
Art Gagne, Past Member	Sandi Pitcher, Past Member
Jean Sifleet, Past Member	Donna Jacobs, Assistant Town Planner (staff)

LOWELL REGIONAL TRANSIT AUTHORITY

The Lowell Regional Transit Authority (LRTA) is one of fourteen regional transit authorities established by the Commonwealth of Massachusetts in 1974 dedicated to the mission of increasing the use of mass transit on a regional basis. Headquartered at the Charles A. Gallagher Transportation Terminal in Lowell, a major intermodal transportation facility, the LRTA provides fixed route bus service to nearly 1.5 million riders annually in six cities and towns. Additionally, the mobility of nearly 100,000 elderly and disabled citizens is enhanced through the Council on Aging and Road Runner programs. The LRTA serves an area of nearly 300,000 people with an operating budget of more than \$5 million annually.

Working with the Acton Council on Aging the LRTA provides both Road Runner and Council on Aging van service. Town residents aged 60 years and older or those who are disabled may avail themselves of van services that run five days per week. The LRTA provides curb-to-curb pickup service in Acton and surrounding towns on a one day (24 hour) advance registration basis. All vehicles are fully accessible and wheelchair lift-equipped.

Many trip purposes can be accommodated; shopping, medical appointments, visits to the CES Day Care Center, Senior Center activities, social and recreational. The fare schedule is \$.50 one way within town, and \$.80 one way to Concord and Maynard. Road Runner service may be arranged by calling 263-4691 and CoA Van information is available at 264-9651.

The combined ridership in Fiscal Year 1998 was 11,593 trips. Road Runner provided 5,890 trips, while the CoA Van was used for 5,703 trips. Since February 1994, the Acton CoA, through the LRTA, has had the use of a 16 passenger, air conditioned, lift-equipped 1994 Ford EMC Van. For the past several years, the Road Runner program has had the use of an 11 passenger, air conditioned, lift-equipped, 1992 Dodge Maxivan. New vehicles are acquired through the Commonwealth's Mobility Assistance Program, which provides 80% of the cost of the new vehicle, while the Federal Transit Administration provides the remaining 20% matching share.

Don Herskovitz
LRTA Advisory Board

METROPOLITAN AREA PLANNING COUNCIL

MAPC is the regional planning agency that serves 101 communities in the metropolitan Boston area. It was created by an act of the state legislature in 1963 and has been serving its communities since that time. The Council is composed of one representative from each of the 101 communities appointed by the Chief Elected Officials (CEOs) of each of these cities and towns. In addition there are 21 gubernatorial appointees and 14 agency (such as the DEM, Mass Port and MBTA) appointees on the Council. The 25 member elected Executive Committee meets 11 times a year. The full council meets three times a year. Meetings are held at various localities throughout the region.

In order to serve its communities better, MAPC has organized eight subregions. These groups are composed of representatives from the member communities and a MAPC staff planner. The groups meet on a regular basis to discuss and work on issues of subregional concern.

Acton is a member of Minuteman Advisory Group on Interlocal Coordination, or "MAGIC." With the award of a \$59,400 grant from the Department of Housing and Community Development, MAPC worked with MAGIC to explore shared service opportunities. MAPC staff organized meetings of town managers, surveyed local resources and needs, produced a sub-regional Yellow Pages and a Guide to Shared Service Resources, and helped towns begin several joint purchase and shared staff initiatives, including potential hiring of procurement expertise.

On behalf of the MAGIC subregion MAPC staff completed "Why Your Company Should Locate in the Minuteman Region," a full-color brochure highlighting the area's assets and attractions. The brochure grew out of an MAPC "special project" to help MAGIC develop tools to attract and retain appropriate economic development. The multi-panel piece points out regional features of interest to corporate executives, includes an inset describing each town, and is available locally.

MAGIC also organized two workshops on improving transportation options, hosted two breakfasts with legislators, and reviewed and commented on several developments of regional impact.

MAPC staff works with local communities to help them with their transportation projects. Two of the 20 Transportation Enhancement projects that were approved in FY 1998 were in the MAGIC region: the Assabet River Rail Trail and the Battle Road Trail Underpass projects. Additionally two of the Transportation Improvement Program (TIP) projects that were advertised in FY 1998 were from MAGIC. They were the Route 119/2A project in Acton and Littleton and the Route 62 project in Bedford and Burlington.

On the region wide scale the agency is involved with so many programs and issues that it is not possible to mention them all. However, the following list should give some idea of the breadth of activities, responsibilities and challenges the agency has met over the past year. Among the most active initiatives for 1998 were the following four:

Build-Out Analysis

The agency developed and refined its methodology this past year as it worked on build out reports for 12 communities.

Master Plan.

The agency worked with a record number of communities on local master plan studies.

Innovative Project Awards

The agency received two new types of major grants from federal organizations – a "Welfare to Work" grant funded by the US Department of Labor, and an Environmental Protection Agency (EPA) grant to look at sustainable taxation policies.

Major Multi-Organization Collaborations

The agency worked closely with other Regional Planning Agencies (RPAs), citizens, legislators, business community members, and non-profits on such projects as Southeastern Massachusetts Vision 2020; The I-495 Technology Corridor Initiative/Campaign for Shared Solutions; and several separate Essex County initiatives that included working with the Essex County Selectmen's Association, Salem State College, and the municipal administrators joint service effort.

DURING THE PAST YEAR MAPC

Played major roles in planning, organizing and hosting the national American Planning Association (APA) annual meeting that was held in Boston in April. Over 4,600 planners attended this conference which was last held in the city 17 years ago.

Worked with others to produce a special video on the importance of trees in the protection of a local watershed. The 28-minute video is called Shedding Water.

Hosted several free Arc View geographic information system training sessions for town representatives.

Participated on the Advisory Board of the statewide Citizen Planner Training Collaborative that provides a training curriculum for members of local Planning Boards and Zoning Boards of Appeals.

Completed several school enrollment studies.

Developed, as part of a Municipal Incentive Grants (MIGS) program, a video to help communities deal with electric deregulation.

Developed a build-out analysis for six 1-495 communities combined with a report on the infrastructure capacity of present water; sewer and roadway conditions.

Completed a Nonpoint Source Management Plan for one of the subregions.

Brought national speakers such as Myron Orfield and Jane Holtz Kay to the Council to inform and challenge local thinking on planning issues.

Received, processed and distributed to the appropriate communities over 200 Environmental Impact Reports (EIRs) and /Or Environmental Notification Forms (ENFs) during the past year. Completed an in depth review, analysis, discussion, and tracking of four EIRs, and wrote comments on another 48.

Applied for and received an Environmental Protection Agency (EPA) Sustainable Development Grant to look at sustainable tax policy-looking at models across the country of tax sharing and mechanisms for enhancing interlocal cooperative agreements in the context of their political feasibility.

Solicited, reviewed and recommended projects for inclusion in the Transportation Improvement Program (TIP). Worked closely with local members of the Metropolitan Planning Organization (MPO).

Conducted an inventory and review of all 25 wastewater treatment facilities in the region.

Finished designing software for two towns to track their Title 5 permitting programs.

Provided a workshop for city and town clerks to help prepare them for the upcoming 2000 census. These sessions known as Local Update Census Addresses (LUCA) workshops were held in cooperation with the US Census Bureau.

Held three metropolitan forums on the Mass Watershed Initiatives program to help bring information about the program to local officials through out the region.

Coordinated with the SuAsCo Watershed group to develop a watershed community council.

Tracked and supported more than 15 bills in the state legislature. Engaged in an extensive letter-writing campaign in support of the creation of the Office of Geographic and Environmental Information.

Lobbied hard for the restoration of funding for the Municipal Incentive Grants (MIGs) program.

Held monthly Legislative committee meetings where members heard speakers from a wide range of governmental agencies and committees discuss relevant legislative initiatives.

Worked to help communities with their ISTEA Transportation Enhancement program applications. Organized the committee that acted on the staff recommendations for funding priorities.

Continued to respond to requests from communities for information on zoning, land use, environmental regulations, data and planning.

Encouraged communities to consider concentrating development around transportation nodes. Created a design guideline booklet illustrating how this could fit into a community setting at a proposed commuter train terminus.

Worked with municipal administrators to look into the idea of organizing subregional committees for the purpose of shared services.

Cooperated with Executive Office of Environmental Affairs (EOEA) on informing the public about the new Watershed Basin Team project.

Christopher Tolley
Acton's Representative to MAPC

PLANNING DEPARTMENT

The Planning Department staff consists of two full time planning professionals, the Town Planner, a member of the American Institute of Certified Planners, the Assistant Planner, and a part time secretary. Planning staff supports the work of volunteer boards and committees primarily the Planning Board, the Economic Development Committee, and the Kelley's Corner Working Group. Other municipal planning functions and duties are carried out as directed by the Town Manager.

The Planning Board is a nine-member board appointed by the Board of Selectmen, seven full members, and two associate members. In 1998 John Pavan continued to serve as Chairman for a second year. Mid-year Richard Croswell replaced Gregory Niemyski as Vice Chairman when Mr. Niemyski's second term on the Board expired. Mr. Niemyski served as a member of the Planning Board for 10 years. His clear vision and experience will be sorely missed. Joshua Chernin replaced Richard Croswell as Clerk. Associate Member Ken Sghia-Hughes was appointed as a full member. Other full members of the Planning Board are Patrick Halm, William Shupert, and Christopher Tolley. William Thistle was appointed as a new associate member. The Planning Board generally meets on the second and fourth Mondays of each month at 7:30 PM in Room 204 of the Town Hall. Meeting dates are posted on the Town Hall bulletin board. The public is always welcome to attend.

The Planning Board reviews, and approves or disapproves proposed residential and commercial subdivisions. The Massachusetts Subdivision Control Law (MGL Ch. 41, S.81 K-81 GG) describes required procedures and defines the Planning Board's limits of authority. In addition, the Board serves as a special permit granting authority under the Massachusetts Zoning Act (MGL Ch. 40A) and the Acton Zoning Bylaw for numerous Special Permits. The Planning Board strives to protect the health, safety, and welfare of Acton's residents and to preserve the integrity of Acton's character. In 1998, the Board approved the creation of 68 new lots, which is almost double the number of lots created in 1997. The number of subdivision and special permit filings and hearings increased from 12 in 1997 to 19 in 1998. Among those, the Board approved five preliminary, and four definitive subdivision plans including one Planned Conservation Residential Community. Two preliminary plans were denied. The Board approved one cellular phone tower, two commercial signs, one common driveway, and 23 ANR Plans (Approval Not Required under Subdivision Control Law).

Most importantly, the Planning Board presided over the 1998 Master Plan Update, which was completed in December. The original master plan dates to 1991. A consultant team lead by Whiteman & Taintor assisted the Board and the Planning Department in this effort, which involved a series of public meetings in January, June, and October. The Update contains a thorough analysis of Acton's present development status, eco-

nomic conditions, demographics, and other key indicators. It maintains the basic direction of the original master plan, with increased emphasis on village center development, and more weight on encouraging economic development, controlling the rate of residential growth, and transportation alternatives to the automobile. The new Master Plan Goals are as follows:

- Preserve those elements or features, which contribute to Acton's New England town character as a suburban residential community with strong rural and historic roots.
- Direct new residential development to protect Acton's natural environment and other resources, to be consistent with Acton's New England town character, and to encourage diversity in Acton's population.
- Encourage diversity in Acton's population by achieving a mix of homes that enhances Acton's town character and provides needed choices for our residents.
- Promote current and new commercial development within the context of the Master Plan by strengthening the tax base to reduce the tax burden on residential taxpayers.
- Protect and sustain Acton's natural environment and resources.
- Preserve Acton's historic and cultural resources.
- Preserve the remaining elements of Acton's rural character.
- Provide a variety of recreational opportunities for all Acton residents.
- Provide high quality services, facilities, and administration within the fiscal capacity of the Town.
- Provide a variety of high quality educational opportunities.
- Continue to mitigate the impact of development upon natural resources
- Provide a transportation system that meets the mobility and access needs of the community, is environmentally sound, safe, and convenient, and reduces dependency on the automobile.

The Acton Zoning Bylaw is the regulatory blueprint that affects the future use and development of land in Acton. It is the intent of the Planning Board that the zoning bylaw and any

changes to it are generally consistent with the master plan. Zoning changes in 1998 were few. In addition to making routine clarifications and corrections, changes were made to broaden the range of uses in the General Industrial district, and to facilitate the construction of a sewer collection system. Deliberating future zoning changes, the Planning Board co-sponsored a forum on development and open space preservation.

Day to day operations in the Planning Department include the coordination of the inter-departmental reviews and the organization of the formal permitting process for new development proposals submitted to the Planning Board. This involves meetings with neighbors and residents, negotiations with developers, coordination of staff reviews, scheduling public hearings, and drafting the decisions. The Planning Department also manages the various performance guarantees posted with the Town to secure proper completion of subdivision improvements. Administration of the bicycle lockers at the South Acton train station is a responsibility of the Planning Department. Use of the lockers is increasing steadily. During some months in 1998, all lockers were occupied and the Department maintained a waiting list.

Planning staff worked to secure federal funding for the Assabet River Rail Trail, a proposed bicycle and walking trail along an old rail bed from the South Acton train station through Maynard, Stow, Hudson to Marlborough. Efforts to encourage economic development have been an important aspect in the Department's work this year. Planning staff provided extensive support services to the Economic Development Committee. A University of Massachusetts Center for Economic Development project, followed by a student internship in the Planning Department, provided the Town with its first economic development plan.

Roland Bartl, AICP
Town Planner

RECREATION COMMISSION

The Recreation Department has experienced some major changes in 1998. In September a new Recreation Director, Nancy McShea, was hired to help facilitate the rebirth of Town sponsored Recreation Programs.

This fall the Recreation Commission, under recommendation by the Board of Selectmen, met with each of the youth leagues in town to assess their current needs. Time was also devoted to developing a senior survey in an attempt to identify the needs of senior citizens in town. These assessments will assist the department in establishing the future direction of recreational development in the Town of Acton.

The department has also been working on the grand opening of the North Acton Recreation Area for September of 1999. In addition the Commission is working to establish an event agreement and fee schedule for this area and other recreational facilities in Town.

The department is evaluating the current field usage in town to establish where new fields can be put and improvement to existing fields can be made to benefit the diverse age distribution of Acton residents. Consideration is being given to current and future field usage needs as the department goes through this process. The Recreation Commission has developed a Field Project List that includes a current use field inventory survey and recommendations for improvements. The Commission is committed to upgrading current maintenance practices for all existing town fields utilizing additional personal and equipment.

This winter the field at Concord Road will be transformed into two outdoor ice skating rinks to provide a safe surface to skate on. Look for upcoming events and programs to be offered through the department as we reestablish town recreation programs and update our facilities.



Skaters enjoy testing their blades on the skating rink on Concord Road.

PUBLIC WORKS AND ENVIRONMENT

BOARD OF APPEALS

The Board heard requests for nine Variances, of which six were granted, two denied, and one withdrawn. There were 10 Special Permit requests of which nine were granted and one withdrawn. There was one request for a Comprehensive Permit which was granted.

Janet Clark resigned this year. Thomas Lemire was appointed as a full member by the Board of Selectmen.

Nicholas Miller, Chairman
Peter Berry, Clerk
Thomas Lemire, Member
Cara Voutselas, Alternate
David Black, Alternate

BUILDING DEPARTMENT

New single family dwelling permits decreased although residential additions and alterations increased. Commercial permits remained about the same. Electrical, plumbing and gas permits increased slightly. Total permits overall remain at record levels. There were 34 new sign licenses issued in 1998, 34 license renewals, and 15 special event sign licenses for businesses. As part of the Board of Selectmen's policy, 23 banners were installed and 10 permits for temporary A-frames for non-profit organizations were issued.

The figures for the year ending December 31, 1998 are as follows:

New Residential	64	\$10,071,000
Residential Additions & Alterations	475	\$5,343,138
New Commercial Construction	3	\$1,756,451
Commercial Alterations	76	\$7,181,201
Demolition	12	\$21,300
Totals	630	\$24,373,090

CEMETERY COMMISSION

The cemetery office, which is where the Commissioners meet at 2:00 P.M. on the second Wednesday of each month, is located in the Kennedy Service Building on the grounds of Woodlawn Cemetery. We are here to serve you and welcome your inquiries and/or comments either through a visit to the office or a phone call to 264-9644.

The Cemetery Commission is responsible for expenditures from the various cemetery trust funds, and oversees the operation and care of the three Town-owned cemeteries: Woodlawn, est. 1738, Concord Rd., Acton Center; Forest, est. 1750, Carlisle Rd., North Acton; and Mount Hope, est. 1848, Central St., West Acton.

The duties of the personnel of the Department of Natural Resources, Cemeteries, and Recreation include maintaining over 43 developed areas in the cemeteries, routine maintenance and major projects on over 1,500 acres of Conservation properties, as well as routine maintenance and major projects on the 64 acres of recreation areas. They construct all monument foundations, set flush markers, prepare and plant endowed flower beds, plant trees and shrubs; while maintaining the equipment, grounds and buildings, including the Woodlawn Memorial Chapel, on a year-round basis. They assist in the selection and purchase of lots, assist Funeral Directors, help visitors locate grave sites, and answer inquiries about rules and regulations. Prior to Memorial Day, they place a potted geranium and an American flag, both supplied by the Public Ceremonies and Celebrations Committee, at the grave of every known veteran. They also schedule memorial/funeral services and weddings/rehearsals at the Woodlawn Memorial Chapel, maintain the lot and interment records, and do their own billing and receiving.

WOODLAWN MEMORIAL CHAPEL

The Chapel was used for five funeral or memorial services and nine wedding ceremonies and their related rehearsals.

Please accept our invitation to view the interior of the Chapel, by calling 264-9644 to arrange a time.

THE CEMETERIES

The winter of 97-98 was relatively mild, which allowed the deer to find forage. This fall, they have again made their presence known in the cemeteries.

Debris shed by the trees was picked up and sand from the roadways was cleaned up in a timely fashion, allowing the crew to proceed with Memorial Day preparations. We applied fertilizer and lime at both Woodlawn and Mount Hope cemeteries and we over-seeded areas as needed. We continued to aggressively treat all areas where grubs have been causing turf damage. The

area that surrounds Section 14, in front of the service building, has been successfully seeded.

During weather when it was impractical to work outside, the crew constructed a computer workstation which is now in place in the office.

A motion detector has been installed on the floodlights in front of the Kennedy Service Building at Woodlawn Cemetery.

In January, the Commissioners welcomed George O'Clair, who was appointed to fill the vacancy left when Edward Bailey resigned in September of 1997

In June, May Shepard presented us with a two-volume set of photographs of all of the monuments in the Revolutionary Section of Woodlawn Cemetery along with carefully catalogued negatives. Words can not express our gratitude for the hours she so graciously volunteered to accomplish this task.

In Calendar year 1998, the sum of \$81,843.40 was paid to the Town Treasurer to be deposited as follows:

General Fund	\$34,404.40
Cemetery Land Fund	10,045.00
Perpetual Care Fund	37,394.00

We were saddened at the loss of Edward R. Bailey (Nov. 7, 1915 - Nov. 17, 1998). Ed had been an employee of the department for 15 years. After his retirement, he became a Cemetery Commissioner and served for 12 years until he reluctantly resigned his position on the board in September 1997.

The Commissioners wish to extend their thanks to the members of the team that works so hard to keep your cemeteries in the best possible condition: Tom Tidman, Director of Natural Resources, Cemeteries, and Recreation; David Lee, Crew Chief, and Nancy Howell, Secretary, who continue to give us more of their time than is generally acknowledged; Maintenance Men Stephen Gray, Harold (Rusty) Martin, Carl Maria and Shawn O'Malley, whose efforts are reflected in the appearance of the cemeteries, recreation areas and conservation areas; and seasonal workers Stanley (Skip) Jenks, Robert Magee, and Scott Newport. We also wish to acknowledge the assistance received from the Highway Department, the Department of Municipal Properties, and the Water District.

Brewster Conant, Chairman
George O'Clair, Secretary
Donald J. MacLennan

ENGINEERING DEPARTMENT_____

The Engineering Department provides the various Town boards, committees and departments with civil engineering and land surveying expertise. The Department also designs public works type projects and obtains the necessary permits and approvals for them, as well as providing supervision of the construction process. Development proposals submitted to the Planning Board are evaluated for compliance with their rules and regulations and good engineering practice. Subdivision road construction is inspected for compliance with these plans. We also update the Town Atlas Maps and associated files for the Assessors.

The Engineering Department staff currently consists of David F. Abbt, P.L.S., Engineering Administrator; Dennis P. Ring, Engineering Assistant III; Corey S. York, Engineering Assistant I and Karen L. Switzer, part-time Secretary. Eric K. Durling, P.E. is retained on an as-needed basis to provide professional engineering review of minor departmental projects. This year Bowie Diu was a participant in the Student Government Internship Program sponsored by A.B.R.H.S. We also sponsored Christina Oran as a participant in the high schools Job Shadowing program which gives juniors and seniors an insight to potential career opportunities.

We assisted the Massachusetts Highway Department (MHD) in obtaining Right-of-Entry forms from abutters to the proposed sidewalks along Great Road (Route 2A). Great Road is a State Highway and the MHD plans a major resurfacing project next year that will include new sidewalk construction along selected sections of the road. We prepared the necessary documents and contacted abutters; any abutter with a particular concern was referred to the MHD Project Engineer for resolution of the problem.

The survey and design of new sidewalks on Town roads is an ongoing project for the Department. The Town has committed more resources to this effort in recent years. This year we worked on the extension of the sidewalk on Windsor Avenue from Windsor Green to Central Street and the modifications to the Windsor Avenue / Central Street Intersection necessary to fit the new sidewalk in the available right-of-way. Additional progress was made on the Concord Road sidewalk by reconstructing the field stone retaining wall at the sharp curve to provide room for the new sidewalk. This work will be done next year and will complete the Concord Road sidewalk as far as Minot Avenue. Finally, the sidewalk construction started at the Central Street / Elm Street intersection last year was completed. During the year we typically receive several calls from residents requesting sidewalks on busy streets in their neighborhoods. On the older streets in Town sidewalks are not easy to build. Stonewalls, steep shoulder grades, public shade trees, narrow culverts, and the lack of sufficient street right-of-way width are common obstacles to building sidewalks on colonial era roads. It also becomes more difficult when other residents object to the sidewalk, particularly

if their cooperation is needed for additional right-of-way or easements. In spite of all the difficulties, the Town does succeed in constructing some new sidewalks each year, largely due to the general support of the majority of the abutters. It is our policy to work with individual abutters to resolve any design or landscaping issues to their reasonable satisfaction. One way for residents to facilitate the construction of sidewalks in their neighborhood is to get together to find agreement on where (often which side of the street) a sidewalk should be located. This should include all the residents who live along a sidewalk route. In this way, solutions to the common obstacles described above can usually be found and as funds become available the sidewalk can be constructed without delay.

Each year the Engineering Department also does the survey, design, and construction stakeout for several projects constructed by the Highway Department. This year we assisted with the layout of new curb lines and pavement markings on Main Street between Coughlin Street and Post Office Square. We also designed on an emergency basis the replacement of an 18-inch culvert on Carlisle Road. We are now in the process of designing an improved drainage outfall for the storm drainage system on Brabrook Road. The current forty-year-old outfall is completely blocked with sand and needs to be cleaned, the pipe extended and a detention basin added to facilitate maintenance in the future. We have also designed and obtained permits for a general upgrade of the Great Road / Nashoba Road intersection. This work will include an improved storm drainage system, new pavement, berms and guardrails.

Miscellaneous projects were undertaken for other departments during the year, such as a plan of the Elm Street tennis courts for the Municipal Properties Department. Municipal Properties is planning a major reconstruction project for these courts. We also prepared a preliminary plan showing possible playing field layouts on the Arlington Street school land. At the request of the Health Department we prepared a sketch plan of the Sutton Land at the corner of River Street and Parker Street showing the size of the potential development area. This was needed in connection with the planning work for the sewer project.

Construction of the North Acton Recreation Area continued at a rapid rate this year. We provided the field stakeout and construction supervision for the north parking lot and the entrance road from the end of Ledge Rock Way. This included the stakeout for the construction of the storm drainage system for both areas. We also assisted in the installation of the water main through the site. Next year will see the construction of the south parking lot and the buildings. A contractor has already been selected by the Natural Resources Department to construct the buildings.

Traffic issues this year included projects such as the proposed signals for the Route 62 / High Street intersection. The consulting firm of Vanasse Hangen Brustlin, Inc. (VHB) was retained to complete the design work started several years ago

and advertise the project for bids. The bids received were favorable and we look forward to this signal being installed next summer. VHB was also hired to design improvements to the signals at Kelley's Corner. These improvements will include exclusive left-turn arrows for the Massachusetts Avenue approaches and short non-exclusive left-turn lanes on the Main Street approaches. In addition School Zone signing was added to Taylor Road and Minot Avenue at the Conant School. We are also working on obtaining additional right-of-way on Hayward Road at Main Street in anticipation of future improvements to this intersection.

The former Town landfill on Forest Road continues to occupy a considerable amount of our time. In addition to the annual round of groundwater sampling, we completed negotiations with a Central Artery/Tunnel Contractor for receipt of clay material for final capping. Although the agreement was signed, the delivery of clay has been delayed due to construction related problems in Boston.

New subdivisions are reviewed and inspected by the Engineering Department from initial submission of plans to final completion of the roads. When a plan is submitted, an engineering review of all aspects of a proposed subdivision is made, based on current Planning Board Rules and Regulations. Acorn Park Phases I & II, Piper Ridge, Bellows Farm Phases II - IV, Handley Woods, Tupelo Place, Milbery Lane, North Acton Woods, Jesse Drive, Highridge Way, Dunn's Way, Concord Place, Maple Creek Farm, and Carleton Drive Extension were reviewed and/or inspected in this manner. The Engineering Department also did a substantial amount of work for the Planning Board, including bond estimates for completion of subdivision roads and reviews of common drive special permits.

We continue to manage the 121 non-resident parking meters at the South Acton Commuter Parking Lot. The current meters were replaced with new, more reliable units this year. The upgraded meters are programmed to accept disposable debit cards eliminating the need to carry a lot of loose change. We also prepared an existing conditions plan of the lot as an aide to future planning efforts. There has been some recent interest in installing improved lighting at this location.

The Engineering Department handles the daily routine of administering the Permit to Construct Within a Public Way program (street cuts); inspecting street cuts related to the installation of new utilities and driveways; responding to requests concerning drainage problems; coordinating the process for plowing private ways; maintaining the Town's two traffic signals; reviewing commercial site plans; preparing street acceptance documents; coordinating the process used to accept donations of easements and low value parcels of land; updating the Town Atlas Maps (in both conventional and CAD formats); providing the general public with information; and assisting the various Town boards and agencies as requested. We also have several versions of the Town Street Map in CAD format available

for sale to the public, one of which shows all publicly owned parcels of land color-coded.

We appreciate the cooperation received from the other Town departments and look forward to further productive efforts in the coming year.

David F. Abbt, P.L.S.
Engineering Administrator

HIGHWAY DEPARTMENT

Since the completion of the gas main project on Route 27 the Highway Department has spent a great deal of time upgrading this area. The road surface was milled and leveled, after which curbing was installed and sidewalks were renewed. When this was complete a finish course of hot top was applied and all line painting was done.

Sidewalks were also installed on Woodbury Lane and Arlington Street. Phase one of the Concord Road sidewalk near the Morrison Farm was finished as was the sidewalk at Elm Street and Central Street. A new sidewalk was constructed on Windsor Avenue from Windsor Green to Central Street.

ROADS

All Town roads were swept in the spring. Several roads were crackfilled and will be paved next year. Many street signs were repaired or replaced during the year. Several guardrails were renewed around Town.

DRAINAGE

An 18" culvert was replaced on Carlisle Road, along with an 18" culvert and drainage structures on Seneca Road. Prior to sidewalk construction on Windsor Avenue a culvert was replaced. On Wachusett Drive a drainage structure was installed and the trench cleaned.

Subdrain was installed on several roads and repairs were made to culverts and headwalls on Route 27 and Newtown Road.

Drainage was also installed at the North Acton Recreation Area for the roadway and parking lots.

SNOW

Sand barrels were placed in many locations around Town. Snow fence was installed on Wetherbee Street at Route 2 and on Hayward Road at Route 27.

Sand and salt is available at the Highway Department for Town residents.

TRANSFER STATION

The transfer station transports approximately 9,500 tons of trash to North Andover each year. The department continues to recycle leaves and Christmas trees along with many other items at the recycling center.

In closing, I would like to thank all of the employees of the Highway Department for a job well done. I would also like to thank all of the other departments for their cooperation and help during the year.

A special thanks to my assistant, Russell Robinson and my secretary, Elaine Lawson for all their help. Often the people working behind the scenes do not receive the credit they deserve. I would like to take this opportunity to thank them personally.

Finally, my thanks to Richard Howe, former Highway Superintendent and Town employee for over 41 years. Thank you for your help over the years and enjoy your retirement.

David J. Brown
Highway Superintendent

MUNICIPAL PROPERTIES

The Department of Municipal Properties discharges the following duties:

1. Construction, maintenance, and management of all Town buildings, except those controlled by the School Department.
2. Development and maintenance of the Town Common, roadsides, and landscaped areas.
3. Management of street trees as provided in MGL Chapter 87, and management of Public Nuisances related to shade trees, as provided in MGL Chapter 132.
4. Technical expertise as needed for site plan and subdivision reviews and inspections.
5. Administration of utility budget
6. Assistance to other departments as needed in the areas of land management and construction.

ROADSIDE VEGETATION MANAGEMENT

This year two hundred and six dead or dangerous street trees were removed. Four street trees were removed for the Windsor Avenue sidewalk project. Eighty-one street trees were pruned to reduce hazards, and one hundred and sixteen tree stumps that presented traffic hazards were ground out below grade.

A total of thirty-eight trees were planted along roadsides and in public areas around town. In order to continue the best arboricultural practice of having a diverse stock of trees, six species of trees were planted: Sugar Maple, Shad, Crab Apple, Green Ash, European Linden, and Norway Maple.

Approximately forty miles of road shoulder were mowed with the side arm mower, and numerous areas were cut back with chain saws. All intersections and sidewalks were checked and trimmed back as needed to alleviate traffic hazards. Poison Ivy growing along the Rights of Way was sprayed with a selective herbicide.

The major cause of street tree death in Acton continues to be Ash Decline. This disease is believed to be caused by a mycoplasma like organism, or M.L.O., which is believed to be transmitted by a leaf-hopper. The disease is always fatal within one or two years when it infects drought stressed ash trees.

In the early spring the planting islands at the Commuter Parking Facility were injected with mycorrhizae, which are naturally occurring soil borne fungi found in woodland areas. The theory is that these fungi, which are not found in urban soils, will enhance tree growth by adding to the root mass of trees growing in treated areas. The trees in the commuter lot seemed to be good candidates for this experiment considering the poor soils, droughty conditions, and reflected heat in the planting islands. Researchers from the University of Massachusetts, Stockbridge School, are monitoring this multi-year experiment.

All subdivisions, cluster developments, and commercial site plans were reviewed for compliance with local landscaping standards.

In 1998 Acton was certified for the fourteenth consecutive year as a Tree City USA by the National Arbor Day Foundation, in recognition of our urban forestry efforts.

The Director served as Secretary of the New England Chapter, International Society of Arboriculture.

FACILITIES PROJECTS

At year's end the expansion and renovation of the Acton Memorial Library was certified by Tappé Associates, the architects on the project, to be 97% complete. At this point there has been less than 2.5% in additional costs to the project through construction change orders, which is a very reasonable amount considering the size of the project. Public occupancy of the building is expected in February, 1999. Landscaping of the site and rejuvenation of the playground will be completed by the Municipal Properties crew in the spring. In a closely related project, the firm of Turk, Tracey, and Larry was hired to perform a reuse feasibility study of the residence located at 17 Woodbury Lane that was purchased to provide parking and leaching area for the expanded Library. The Director continues to act as project manager for this construction project, assisted by Joseph Cosenza, Clerk of the Works.

At the West Acton Citizen's Library, a new roof, heating system, central air conditioning, fire alarm, and emergency lighting system, were installed.

At the Town Hall, the exterior was painted, as were number of offices and common areas. The balustrade at the top of the front portico was rebuilt, and all downspouts were replaced.

At the Emergency Management Building, a new furnace was installed, the electrical system was upgraded, and new overhead doors, exterior passage doors and four windows were installed.

At the Public Works Facility new gutters, downspouts, and snow guards were installed on the north side of the building, one large overhead door was replaced, and the exterior of the building was repainted.

At the Windsor Building, a central fire alarm system was installed, and a utility shed was added to the rear of the building.

At the Center Fire Station the rear overhead door was replaced, the cupola was repaired, and a small amount of asbestos was abated.

At the West Fire Station two exterior passage doors were replaced, as were two overhead doors at the rear of the building. A small amount of asbestos was also abated.

At the South Fire Station two overhead doors at the rear of the building were replaced, the ceiling in the day room and kitchen repaired, and a small amount of asbestos was abated.

At the Senior Center a generator transfer switch was added and modifications were made to the lights.

At the Police Station a small amount of asbestos was abated, and two overhead doors were replaced.

At the Morrison Farm the barn roof was stabilized.

GROUNDS MAINTENANCE

In July, responsibility for park, playground, and athletic field maintenance was transferred to the expanded Natural Resources Department. This reorganization will free up Municipal Properties staff to enhance street tree, roadside, and Town Common and landscaped area maintenance. In keeping with this goal the Department has already begun upgrading the landscape maintenance around Town facilities, including increased turf care, bulb plantings, and tree and shrub care.

The new playground at the Route 2A/27 was installed using a combination of volunteers and Town staff. The final play structure at Gardner Field Playground, which was paid for through private fundraising, was installed in the early spring by Town staff.

In closing, I would like to thank the various civic organizations, volunteers, and Town departments who have assisted this Department in the past year. As always, a great deal of credit should be given to the hard work and dedication shown by the Municipal Properties staff:

Andrea MacKenzie, Secretary
Malcolm MacGregor, Grounds Crew Leader
Dayle MacGillivray,
Building Maintenance Crew Leader
David Walsh, Groundskeeper
Lisa Hembrow, Groundskeeper
Arnold Johnson, Building Maintenance
James Howells, Building Maintenance
David Bouchard, Building Maintenance
Brad Gyorgak, Seasonal Groundskeeper
Dean A. Charter,
Municipal Properties Director

NATURAL RESOURCES_____

1998 was a year of major change for the Natural Resources Department, our sphere of duties expanded to include a recreation division previously a component of the Municipal Properties Department. Other established Natural Resources divisions include administration and maintenance of Acton's three Cemeteries, activities associated trail improvements and resource management on our 1,600 acres of conservation land, including overseeing development of the Arboretum, and as always administration of the Wetlands Protection Act. As everyone is all too aware, Acton continues to explode with residential development, keeping the Conservation Commission very busy throughout the past year.

Improving municipally sponsored recreation opportunities became a priority for the town several years ago with the development of a town wide Master Plan. Improvements were initiated with the commencement of construction at the North Acton Recreation Area and continued with the Recreation Implementation Plan, approved at last springs town meeting. Thanks in large part to the vision of former Selectman Bill Mullin, and his recreation "White Paper", which focused on community needs and current recreation shortfalls. Getting back into the business of recreation has included employing additional maintenance personnel affording greater attention to the resources we have and the hiring of a Recreation Director to assist the newly reconstituted Recreation Commission focusing on Acton's recreation future. Recreation Director Nancy McShea was hired in September to help lead the way.

Acton has long enjoyed the advantage of meticulously maintained cemeteries thanks to the attention given by David Lee and his crew, we now have the opportunity to experience that same level of upkeep on our municipal recreation fields. Once again, this comes in large part as a result of last spring's town meeting approval of the Recreation Implementation Program. Look for this same level of maintenance at the North Acton Recreation Area when it opens to the public in the fall of 1999.

Anyone having walked Acton's conservation lands this past year can appreciate the wonderful trail improvements that continue to be made by the Land Stewardship Committee. Under the direction of Linda McElroy and her hardworking volunteers lead by Bob Guba, trail improvements have been made at Nashoba Brook, Pratt's Brook, Nagog Hill, Grassy Pond and a fabulous new boardwalk and bridge at the Heath Hen Conservation Area in South Acton.

As has been said many times, most of the easily developed land in Acton has now been built on. Many of the remaining parcels being left with development difficulties such as extensive areas of wetlands. Residential development continues to advance at an incredible rate, keeping the volunteer Conservation Commission at the town hall late into the night twice each month. This past year, 54 Notices of Intent filings and 36 Requests for Determination were filed under the Wetlands Protection Act for Commission review. We owe the Conservation Commission our gratitude for very professionally administering a most challenging State Law.

The arboretum continues to flourish thanks in large part to the care provided by the Friends of the Arboretum. Simply an amazing amount of labor is supplied annually by volunteer in each of the theme gardens as well as maintaining the trail system. Thanks to the dedication of volunteers such as Brewster Conant, Sue Whitcomb and Dick Tavernier the results are extraordinary. We were fortunate to have a charming arbor designed and constructed by Josh Geller and friends, installed next to the butterfly garden. This will become home to a variety of climbing vines in the years to come. Thanks to Belle Choate and Mamie Wytral along with a group of very talented volunteers the arboretum will soon have a master plan helping to direct future expansion.

This has been a year of transformation for the Natural Resources Department, with the inclusion of recreation and the forward progression of many interesting projects such as the park in North Acton. We would like to thank the other departments we rely so heavily on such as the Town Engineers, Municipal Properties and the Highway Department. As always a special thanks to all the volunteers that have contributed in so many ways to make Acton's natural environment such a beautiful place.

Tom Tidman
Director, Natural Resources



Progress is being made at the pond at North Acton Recreation Area (NARA) which is scheduled to open in September 1999.

COMMUNITY SAFETY

ANIMAL INSPECTOR

During the past year, 57 animals were quarantined for rabies. The animal quarantines consisted of 14 dog bites and four cat bites. There were a number of quarantines for possible exposure to rabies from wildlife other than dogs or cats, these numbered four dogs, 15 cats and 20 horses. All animals were quarantined for the prescribed period of time necessary to determine the animal was free of the rabies virus.

I inspected eight barns in Acton and all were found to be in order. From the barn inspection census, farm animals number 35 horses and 12 ponies.

Respectfully

Patrick H. Palmer

BOARD OF HEALTH

The Board of Health continued to confront numerous consequential public health and environmental issues during 1998. Of particular importance to the town was the vote at the October Special Town Meeting increasing the sewer project for the Middle Fort Pond Brook Sewer District to \$21.5 million. Other issues addressed by the Board included the start of a Watershed Based Trading Program, involvement in OAR's Stream Team Project, participation in DEP's Adopt a Town Program and implementation of a Geographic Information System.

In response to the increased costs due to advanced treatment of waste, identification of extensive ledge removal and creating an expandable district Town Meeting approved additional funding for its first sewer project. The Sewer project has completed the design phase and is now being reviewed by DEP. An Environmental Notification Form has been submitted to MEPA and has received approval. In addition the Town has begun developing a Watershed Based Trading program which will eventually lead to expansion of the proposed sewer district, as well as, a decrease in pollutants entering the watershed.

The Board of Health has completely implemented its Geographic Information System. The system is used within the Board's Wastewater Management Program and has developed a priority list for homeowner's to access the \$200,000 Septic System loan program.

With the completion of the surface remediation work at the W. R. Grace Superfund the government parties are now starting

the process of approving the groundwater remediation. The Town's Clean-up Standard Bylaw, passed in 1997, establishes the standards that must be met for any aquifer restoration project done within the Town's aquifers. The goal for compliance at the W. R. Grace site should be to provide assurance that all remediated groundwater meets the Acton Water District's drinking water standards.

The inspection requirements of Title 5 continue to be a significant impact on all homes and business' located in the Town. More than 200 inspections of septic systems were conducted in 1997 and as a direct result of those inspections the number of systems replaced has greatly increased. A study completed by the Sewer Action Committee, in 1995, found that the average expenditure for the complete replacement of an on-site septic system was \$15,000.

The Health Department conducted its fourth compliance check for all stores that sell tobacco products. This was done, with the cooperation of teens from Ayer, to see how many stores would sell tobacco to an underage buyer. Out of 33 stores the Health Department found three that sold tobacco to an underage teen. This compliance check indicates some progress has been made since the first check revealed a 50% non-compliance rate but additional checks will be required. Special thanks should be given to Chris Prehl and the teens from Ayer who volunteered to conduct the compliance checks.

The Board has continued a cooperative program with the Acton Boxborough Regional School system which makes cessation programs for teenage smokers available at the school complex. The Board thanks Kathy Bowen and Steve Donovan for their cooperation in keeping this program and hopes to work with the schools more closely during the next year to identify and provide additional programs for teens.

The Board's Volunteer Mentoring program designed to provide assistance to at-risk pre-teens is continuing successfully. Big Brother/ Big Sister of Middlesex County is contracted to provide a coordinator, who identifies the at-risk teens and develops the volunteer base. The Board believes that this important and necessary program will provide a safety net for children that might otherwise be left unprotected.

For the fourth year two Hazardous Waste Days were conducted in May and in September. Over 490 residents participated in these two days, setting records for both attendance and waste collected (4,000 gallons). Every resident that arrived during the collection time was able to rid themselves of their household hazardous waste and the wait for service was minimal or nonexistent. Due to this success the Board of Health has scheduled additional collection days in May and September of 1999.

The number and types of permits and licenses issued by the Board of Health continues to grow. The entire permitting statistics were as follows:

General Permits:

Burial Permit	73
Car Wash Event Permits	17
Tanning Salon Permits	2
Funeral Director License	2
Massage Establishment Permit	13
Massage Practitioner License	18
Motel Permit	1
Public & Semi-Public Pools	
Full Size	21
Wading	5
Rabies Vaccination:	
Cats	320

Environmental:

Above-ground Storage Tank Installation	3
Aquifer Special Permit	35
Asbestos Removal Notification	5
Commercial Hauler's License	9
Deleading Notifications	5
Hazardous Materials Storage	126
Private Well Permits	5
Underground Storage Tank Removal	29

Septic Systems:

Septage Disposal Permits	2357
Septage Hauler's License	22
Septic System Inspections	249
Septic System Construction	267
Replacements	161
New Homes	106
Septic System Installer's License	63
Sewage Treatment Plant Permit	9

Food Service:

Food Service Permits	87
Temporary Food Service Permits	13
Frozen Desserts	5
Milk & Cream Permit	51

Statistics for 1998 indicate that on proposed building lots the Health Department witnessed 316 deep test holes and 113 percolation tests. These tests led to the approval of 106 new residential or commercial septic system permits. In addition, the Health Department witnessed 165 deep test holes and 54 percolation tests for existing homes replacing their septic systems.

Housing, food service and other complaint activities were as follows:

Housing Complaints	13
Units Inspected for Housing Authority	3

Food Complaints	31
Septic Complaints	7
Miscellaneous Complaints	7

Over 350 comprehensive and follow-up inspections were conducted at 120 food establishments within the Town. More than 150 Hazardous Materials Storage Inspections were also conducted at 126 facilities.

Fees collected for permits and licenses were as follows:

Sewerage Permits and Licenses	\$66,817
Food Service Permits	\$16,968
Miscellaneous Permits	\$5,475
Weights & Measures Licenses	\$3,880
Reproduction Fees	\$261
Private Well Permits	\$250
Hazardous Materials Permits	\$17,865
Commercial Hauler Licenses	\$936
Septage Administration Fees	\$32,998
Upper Blackstone Disposal Fees	\$8,467
Total	\$153,917

Reportable Disease Statistics were as follows:

Total Reports Filed	39
Cat Bites	6
Dog Bites	4
Rat Bites	1
Lyme	2
Salmonella	3
Campylobacter Jejuni	7
Hepatitis	10
Giardia	5
Cryptosporidium	1

The Board of Health extends its thanks to the following members of other departments who helped in the past year: Cathy Belbin, Dave Brown, Tom Tidman, Garry Rhodes, Bob Craig, Chris Prehl, Roland Bartl, Dean Charter and David Abbt. The Board welcomes Dr. Robert Matusow as a new member and extends a heartfelt thank you to Cindy Patton for the service she gave to the Town during her tenure on the Board. In addition staff members Alan Perry, Doug Dunbar and Joanne Sateriale left to pursue other interests while Eva Bowen and Diane Pantermoller joined the staff as secretary and sanitarian respectively.

Board Of Health Members

Mark Conoby, Chairman
 Lisa Wolf, Vice Chairman
 William McInnis, Member
 Mark Benedict, Member
 Dr. Robert Matusow, Member
 Rita Dolan, Associate
 Robert Oliveri, Associate

DOG OFFICER

Month	Total # calls	Total # Lic. dogs picked up	No Lic.	Total dog bites	Dogs to Lowell Humane
January	34	0	0	1	0
February	27	0	0	0	0
March	17	1	0	0	0
April	58	0	1	1	0
May	43	0	0	0	1
June	30	0	2	1	0
July	50	0	1	1	0
August	49	0	2	0	0
September	43	0	5	1	2
October	29	0	2	0	1
November *					
December*					
Totals	380	1	13	4	4

*Due to change in Dog Officers, a temporary Dog Officer has been appointed and information for three months is not available.

ACTON EMERGENCY MANAGEMENT AGENCY

The Acton Emergency Management Agency (AEMA), a volunteer organization, consists of the following functional components: Operations, Planning, Communications, Shelter Management, Auxiliary Fire, Rehabilitation Team, and Explorer Post #7. These people give many volunteer hours to the Town. This past year some members took the Incident Command Course provided by the Federal Emergency Management Agency (FEMA).

In 1998 the Agency was busy with numerous incidents ranging from snowstorms, power outages, flooding problems in June and a few structure fires. The members also provided first aid and logistical assistance at many of the Town wide celebrations and events including Patriots Day, Memorial Day, the Town fair, Fourth of July, and the AB New Years Eve Celebration. These activities tested the response of over 50 volunteers totaling many volunteer hours, not including regular meetings and training drills. In the true spirit of giving these volunteers are ready to respond on a moment's notice to help make a difference in time of need.

The Acton Emergency Management Agency maintains two literature racks that display brochures from the Federal Emergency Management Agency and the Massachusetts Emergency Management Agency. These racks are located in the Acton Memorial Library and the Acton Town Hall. Citizens are encouraged to take these free brochures. We would like to thank

the Acton Memorial Library and the Acton Municipal Properties for their continued support in this project.

This Agency is always available, 24 hours a day and may be contacted by calling 264-9655 and leaving a message. A member of the Agency will return the call.

Special thanks go to the dedicated volunteers who make it possible to provide the various services to the Citizens of Acton. Without their support the Agency would not be able to assist the public when they need it the most. We are grateful to the Acton Fire, Highway, Building, Health, Municipal Properties, Engineering, Police and School Departments, along with the Acton Housing Authority and Council on Aging for their continued cooperation and assistance.

The Acton Emergency Management Agency is looking for new members in all areas of the organization, no experience is required; certified instructors provide all training. Use your skills to help your Community; for more information please call 264-9655.

Members

Campbell, Seth - Deputy Director
 Chalmers, John - Member
 Constantzos, Hector - Member
 Durk, Gordon -
 R.A.C.E.S./Communications
 Ingram, Connie Sue - Shelter Specialist
 Ingram, Robert - Warning Officer
 Jablonsky, Jennifer - Member
 Johnson, Donald - Director
 Jones, Ann, -Shelter Specialist
 Landry, Charles Jr. - Member
 Landry, Carole - Secretary
 Landry, Charles J. -
 Deputy Director/Shelter Manager
 Landry, Maureen - Member
 Marino, Janet - Member
 Murray, John - Director
 Northup, William -
 R.A.C.E.S./Communications
 Ohm, William -
 R.A.C.E.S./Communications
 Reilly, Anne M. - Dispatcher
 Reilly, Edward - Transportation &
 Equipment Officer
 Saltgaver, Brian, E.M.T./
 Captain Auxiliary Fire Department
 Sawyer, Gail - Rehab. Team
 Coordinator/Explorer Advisor
 Simon, Susanne L -
 Deputy Director/E.M.T.
 Warren, Edward - Member
 Watson, Randy - Member
 Wright, Richard E. - R.A.C.E.S./
 Communications

AUXILIARY FIRE DEPARTMENT_____

The Acton Auxiliary Fire Department is a division of the Acton Emergency Management Agency. It is comprised of a group of dedicated volunteers who are trained and equipped to assist and support other town agencies both during times of emergency and during their day to day operations.

This year our personnel have donated over 1,400 man hours to the Town of Acton, responding to 122 calls ranging from structure fires to assisting residents with water problems.

The department is on automatic response to all Acton Fire Department box alarms, proving lighting and assisting with air bottle exchanges as well as assisting with salvage and overhaul under the direction of the Acton Fire Department.

In keeping with existing mutual aid agreements between the Acton Fire Department and the surrounding communities, the Auxiliary will respond when requested to assist in any way possible.

The Department operates two primary vehicles a 1980 light rescue "Rescue 36" and a 1977 four wheel drive pickup "Engine 37."

Rescue 36 is our primary response vehicle. It is equipped with a generator, lighting equipment, submersible pumps and hoses as well as a variety of other equipment to support our operations.

Engine 37 is used primarily for brush fire responses. It carries 225 gallons of water as well as a pump and hand tools for working the fire scene.

One of the most important roles this department has is rehab or the establishing of a rest and rehabilitation area for the fire personnel at a working fire. Rescue 36 is equipped with towels, fluids and temporary seating to perform this function.

The following is a breakdown of our responses for 1998 :

19 structure fires	9 brush fires	60 water calls
8 mutual aid		
2 fireworks displays	2 power outages	3 station coverage
19 special service		

These numbers do not include training, drills or our bi-monthly meetings during which we handle paper work, maintenance and other business.

The Auxiliary Fire Department meets on the 2nd and 4th Monday of the month at the Emergency Management building on the corner on Rt.27 and School St in South Acton. Department membership is open to all individuals over the age of 18 who live or work within ten miles of the Acton Emergency Management building.

The following is our 1998 roster

Capt. Brian Saltsgaver
Lt. Edward Reilly
Lt. Tom Muise
FF Wayne Neimi
FF Gail Sawyer
FF Frank Lombardo
FF Ann Jones
FF Jeremy Medicus
FF Matt Gamage-Resigned

ACTON POST 7 SEARCH & RESCUE_____

Explorer Post 7 is a division of the Boy Scouts of America, sponsored by the Acton Lions Club, in conjunction with the Acton Emergency Management Agency. Meetings are held every Wednesday evening at 7:30 P.M. at the Emergency Management Headquarters on School Street in South Acton. New members, both male and female, between 14 and 22 years old are always welcome.

1998 was a very busy but successful year for the Explorer Post. We participated in many Town activities including the annual Town Fair, Conant School Craft Fair, Lions Club Ski & Skate Sale and the Acton-Boxborough Pep rally. We also assisted the Town of Bolton at their annual fair in September. We attended four Boy Scout Camporees where we provided First Aid services to the scouts. We also provided First Aid Services for the Acton-Boxborough Celebration on New Year's Eve.

Our Advisors and Members are re-certified annually in First Aid and CPR. In addition, nine of our Advisors/Members are certified as First Responders. One Advisor took the Boy Scout Sno-Bull winter survival course.

We wish to thank the Acton Lions Club for their continuing sponsorship in giving the youths of today the opportunity to work toward a better tomorrow.

Advisors
Gail Sawyer-SAR Tech III
Ed Reilly
Ann Jones
Seth Campbell

Alumni

Anne Reilly
Dean & Meg Lambert
Denise Hicks
Randy Watson

Members

Stephanie Green - President
Kate Campbell - Vice President
Shannon Rouvel - Secretary
Lori Sawyer - Treasurer
Steve Lombardo - Quartermaster
Seth Cameron
Mark Casey
Christina Constantzos
Jennifer Constantzos
James Dwyer
Katrina Jablonsky
Scott Landry
Jen Martin
Veronica Nazzaro
Adam Rothfuchs
John Rothfuchs
Leila Sayles
Edward Warren
Tessa Wilson
Jon Zollner

FIRE DEPARTMENT

Once again it is my pleasure to submit the following Annual Report of the Acton Fire Department. There were several significant fires or incidents that occurred during the year. Of particular note, on the morning of December 29th at approximately 5:00 A.M. the department responded to a structure fire at an apartment complex at 78 Parker Street. Upon arrival there was heavy fire in a second floor end unit of the wood frame structure. The occupant of the burning unit was actually pulled from the unit by an Acton Police Officer who was first on the scene. He sustained only minor injuries from the incident and Acton Firefighters quickly contained and extinguished the fire as other occupants were evacuated from the building. Through the efforts of the Acton Firefighters and Acton Police Officers a situation which could have had tragic consequences was averted. This is the type of incident that exemplifies the finest performance and the caliber of Acton Firefighters and in this case Acton Police Officers as well.

Other significant fires occurred at 27 Concord Road and a garage on Harris Street. The department also remained busy with a constant number of emergency medical responses and routine responses to alarms received, etc. Following is a brief synopsis of the highlights and changes relative to this department for 1998.

Personnel:

As always, I would render my sincere thanks to all personnel for their efforts and accomplishments during the course of the year. The contributions and involvement of our personnel lead to the success and the quality of our organization. During the course of the year there were a number of significant personnel changes as follows:

- Firefighter Brent Wheeler retired after serving since 1975 in the Department
- Captain Bernard Caouette retired. Captain Caouette joined the Call Department in 1966 and was appointed a permanent Firefighter in 1969. In 1978 he was promoted to the rank of Captain.
- Firefighter Krist Nelson resigned from the Department for personal and family reasons. Firefighter Nelson joined the Department as a Call Firefighter in 1983 and was appointed permanent in 1988.
- Captain Edward Bennett retired. Captain Bennett joined the Call Department in 1970, was appointed permanent in 1975 and promoted to the rank of Captain in 1981.
- Firefighter Erik Currin resigned from the Department to take a position with another Fire Department. Firefighter Currin joined the Department in 1995.

In November 1998 Firefighters Kristopher Ellicks and Christopher Sammet were appointed as probationary Firefighters to fill two of the vacant positions. Both of these individuals are Acton residents.

It is with great sadness and regret I have to report that retired permanent Firefighter Charles Sweet passed away in March 1998 after a long illness. Firefighter Sweet joined the Department as a Call Firefighter in 1946, was appointed a permanent Firefighter in 1964 and retired in August of 1984.

Apparatus and Equipment:

Our apparatus and equipment remained in good condition through the efforts of our maintenance officer Captain Donald Copeland and the mechanics of the Acton Highway Department. There were no apparatus purchases or replacements during the course of this year. A replacement of a first line engine was requested and it is hoped to purchase a new engine in 1999 and dispose of our 1973 Snorkel-Pumper. During the latter part of the year, all of our pumpers were sent out to be tested and some minor repairs were made to the pumps as a result of this testing.

We continued our program of equipping our engines with large diameter hose. At this point there is only one engine left to be equipped with large diameter hose to complete the transition process. Also, we began a planned program to replace firefighters turn-out gear on a regular cycle. A large number of hand tools were replaced and a new rescue saw was purchased. In addition a major purchase for the department was the purchase of three state-of-the-art defibrillator units. Finally, we continued the installation of the new UHF communications system, which should be fully installed and operational early in 1999.

Facilities:

Our facilities remained in good condition through the efforts of our on-duty personnel and with the assistance of the Municipal Properties Department. Extensive interior painting of the South Acton and the Headquarters station in West Acton was continued primarily by Firefighter James Kessler and a similar project continues in the Acton Center fire station primarily by Firefighter/EMT Brian Richter.

Emergency Medical Services:

As mentioned earlier, our emergency medical services are constantly utilized during the course of the year. Our performance in this area remained at an exceptional level due to the efforts of our EMS Coordinator Firefighter/EMT Robert Wetherbee assisted by Firefighter/EMT's Anita Arnum, James Ray, and Tom Graham. During the course of the year we also continued to maintain a high level of training including CPR training, defibrillator re-certification and normal EMT courses that are required to maintain certification both on a state and a national level. In addition, this year we added an in-house

training program to provide required annual refresher courses for our EMT's and our First-Responder personnel.

Of major significance was the purchase by the Town of three state-of-the-art defibrillator units. In addition to this purchase a fourth similar unit was purchased by and generously donated by the Acton Permanent Firefighters, Local 1904. These units were placed in service in the engine assigned to each district as well as in the ambulance. It is hoped that this life-saving equipment will greatly enhance our capabilities in dealing with patients that suffer a cardiac incident.

I would be remiss if I did not mention that we are indeed fortunate to have the assistance of the Advanced Life Support (paramedic) team from Emerson Hospital who respond with this department to medical emergencies in the Town on a regular basis. In addition we are assisted in serious situations by the medical helicopter services such as Boston Med-Flight or Life-Flight from the U.Mass. Medical Center in Worcester.

Environmental Services:

As the Town continues to grow and much development and redevelopment takes place, the need for environmental assessments continues to increase. During the course of the year there were 27 environmental assessments conducted and there were 29 underground storage tanks removed and inspected. Of specific note this year was extensive efforts in coordination with the State Fire Marshal relative to enforcement of a compliance deadline for environmental protection measures for various underground storage tanks. Our efforts in this area are primarily conducted by Firefighter/EMT William Klauer who serves as our Underground Storage Tank Coordinator/ Environmental Coordinator. Also of special note this year was the efforts of Captain Paul Simeone who conducted required inspections of all tank trucks in the Town.

Fire Alarm:

The Municipal Fire Alarm was expanded by 13 new master fire alarm boxes and four new street boxes during the past year. Our Fire Alarm Superintendent Lt. George Williams continued to maintain the system assisted by Firefighter Forrest Bean. In addition to the fire alarm system expansion and additions as noted above there were many utility pole changeovers, a fire alarm circuit was recabled and general upkeep and maintenance of the system was completed. Also, both the Fire Alarm Superintendent and the fire alarm repairmen attended the annual school of the International Municipal Signal Association. The Fire Alarm Division also installed and then removed approximately twenty overhead banners for various civic groups.

Fire Prevention:

Our fire prevention efforts continue to include the areas of engineering, enforcement and public education. Deputy Fire Chief William Primiano, conducted 310 plan reviews and resultant inspections of both residential and commercial occupancies during the course of the year.

There also continued to be many opportunities for public education that were conducted by the Department. These included station tours, infant safety programs, school visits, school inspections, quarterly inspections, safety fair, etc. Firefighter/EMT William Klauer serves as our Public Education Coordinator for all these events in addition to his responsibilities as a part time Fire Inspector. Firefighter/EMT Klauer continues to be very active as the second Vice President of the Massachusetts Fire Prevention Association. He has also attended several conferences and received specialized training in blasting regulations, code enforcement, and underground storage tank compliance.

Once again relative to Fire Prevention was the annual open house conducted by Acton Firefighters and headed primarily by Lt. Robert Vanderhoof. This annual event continues to be well received by the Town and would not be possible without the volunteer efforts of the Acton Firefighters as well as many of the wives who donated their time, efforts and refreshments to provide this open house opportunity for the public. This October we were fortunate to be able to borrow the SAFE house fire training trailer owned by the Lincoln Fire Department. It was utilized during the day with a Lincoln firefighter, Robert Morrison, to provide an exceptional educational opportunity for children.

As mentioned earlier in the areas of engineering and code enforcement the Deputy Chief remained busy doing plan reviews and inspections for residential and commercial occupancies. In addition we stepped up compliance efforts in several areas relative to alarm systems in multi-family dwellings. As the Town acquires more and more building projects it is anticipated this area will continue to increase significantly in the next few years.

Hazardous Materials:

There were no significant hazardous material incidents to report during the course of the year. Lt. David Soar and Firefighter/EMT Anita Arnum continued to train and operate as members of the Regional Hazardous Material Team. In addition to this monthly training, Firefighter/EMT Arnum also received specialized training in a computer program, which deals with plotting and forecasting the potential consequences of a hazardous material incident.

Training:

As in previous years, one of the main focuses of our departmental activities is training programs. We are constantly trying to increase, upgrade and/or enhance vital fire service function. This very critical operation is directed by Lt. David Soar, our Training Officer. During the course of the year, total training hours for the Department amounted to approximately 3000 hours for both Fire and EMS training. Many of the drills were conducted on an in-service basis for on-duty personnel. Major training highlights for the year included the following:

- Massachusetts Fire Academy courses in hazardous material recognition and identification.

- Rapid intervention crews and bomb awareness.

In addition, this Department conducted its own in-house course on bomb awareness. We also contracted an individual to conduct an annual refresher course for all EMT's and First Responders within the Department and conducted on an on-duty, in service basis. Several members of the Department once again attended weekend training at the National Fire Academy. In addition to the courses listed above, fire and EMS personnel attended many other courses. The Massachusetts Fire Academy offered some of these courses and local colleges offered others, as Firefighter/EMT's continue to work towards degrees in Fire Science. Deputy Chief Primiano attended classes on Law and the Fire Service as well as several other classes on Arson Investigation. Chief Craig attended a the Executive Fire Officer Symposium at the National Fire Academy, Professional Development Conference sponsored by the Fire Chiefs Association of Massachusetts as well as weekend Command School taught by National Fire Service Experts. In addition, the Chief, the Deputy Chief and Lt. Soar and Firefighter/EMT Kevin Lyons attended a symposium dealing with firefighter safety issues. Members of the Acton Fire Department also attended various fire related trade shows to view new equipment relative to the fire service. In October, all groups attended a half-day familiarization tour of the Haartz Auto Fabric Company.

Conclusion:

It is true that the year of 1998 remained an active year for this Department. However, we were fortunate there were no significant injuries or fire deaths. As we move towards the twenty-first century, we continue to increase our efforts in training, emergency management, upgrading of apparatus and facilities.

Once again I could not conclude my report without thanking the personnel of the Department for their consistent and continued assistance and cooperation. I have specifically mentioned a number of individuals however I am sure that there are others that I may have missed. The efforts and accomplishments of all personnel during the course of the year resulted in a full service fire department that the residents of the Town can be proud of. I would also like to take this opportunity to thank all the other Town departments and agencies for their assistance as well. I would especially like to thank the Emergency Management Auxiliary Fire Department for their continued support and assistance at fire scenes as well as other fire department activities during the course of the year. Their efforts are always beneficial and much appreciated. Concluding this report is a statistical summary of activities during the year as compiled and reported by Firefighter/EMT William Klauer:

Robert C. Craig
Fire Chief

**ACTON FIRE DEPARTMENT
ANNUAL STATISTICS - 1998**

FIRES

Chimney fires	2
Structure fires	26
Brush fires	16
Illegal burning	30
Motor vehicle fires	13
Personal property fires	14
Refuse fires	5
Fire, miscellaneous	5
Outside leak with fire	1
Controlled burning	4

ALARM INVESTIGATIONS

False alarms	29
Alarm malfunctions	171
Accidental alarms	87
Alarm, other than fire	15

HAZARDOUS CONDITIONS

Explosions	3
Lightning strikes	24
Food on the stove	41
Leak, no ignition	8
Excessive heat	9
Power lines down	29
Electrical problem	31
Spill, hazardous material	5
Smoke condition	43
Gas leak	31
Lock in	6
Motor vehicle accidents	196
Miscellaneous	3
Animal rescue	4

INVESTIGATIONS

Carbon monoxide detectors	31
Complaint	3
Bomb scares	1
Smoke scare	5
Honest mistake	10
Nothing found	20
Odor	22
Other situations found	11
Power outage	9

MEDICAL EMERGENCIES

Medicals, in town	803
Medicals, out of town	107

SPECIAL SERVICE

Assist police	4
Inspection	823
Master box activity	1060
Lock outs	30
Miscellaneous	44
Water problems	31
Mutual aid dispatched	28

TOTAL INCIDENT RESPONSES 3893

PUBLIC EDUCATION REQUESTS

Industrial programs	3
Pre-school programs	6
Station tours	34

TOTAL PUBLIC EDUCATION 63

PERMITS

Blasting	18
Fire alarm installation	21
Flammables	5
Underground storage	3
Propane Storage	32
Fuel oil storage or burner	71
Underground tank removal	16
Open burning	1273
Sprinkler	19
Mobile/portable tanks	26
Miscellaneous	1
Powder	2
Agricultural	2
Fireworks	2

TOTAL PERMITS 1534

**SMOKE DETECTORS TESTED
FOR COMPLAINEE**

1467



The Fire Department assists in the newly created skating rink on Concord Road.

POLICE DEPARTMENT

Members of the Acton Police Department

CHIEF OF POLICE

George W. Robinson

LIEUTENANTS

John T. McNiff

Frank J. Widmayer

SERGEANTS

Robert Parisi

Thomas Rogers

Bruce Nadeau

James Cogan

Donald Palma

PATROLMEN

Christopher Browne	James Goodemote	John Cooney
Todd Fenniman	Luke Penney	Leo Gower
Dean Keeler	Christopher Prehl	Scott Howe
Paul Cogan	Raymond LaRoche	
	Frederick Rentschler	
Brian Goodman	Raymond Grey	Lisa Driscoll
Robert Cowan	Michael Cogan	Theresa Divirgilio
Edward Lawton, Jr.	Kevin Heffernan	

MATRONS

Faith Williams	Debra Richardson	Christine Joyce
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SECRETARY

Faith Williams

DISPATCHERS

Faith Williams	Kevin Antonelli	Gardena Abramowitz
Anne Milligan	Paul Connors	Michelle Hoebeke
Keith Campbell		

OPERATIONAL ASSIGNMENTS

Officer In Charge of Patrols	Lt. John McNiff
Officer In Charge of Special Services	Lt. Frank Widmayer
Officer In Charge of Detective Division	Sgt. Det. Robert Parisi
Department Prosecutor	Det. Todd Fenniman
Detective	Det. Christopher Browne
Detective, Special Services	Det. Raymond Grey
Youth Officer	Det. Christopher Prehl
Safety/Crime Prevention Officer	Ptl. Robert Cowan
Training Officer	Lt. John McNiff

STATISTICS

	1997	1998
Accident - No Injury	509	535
Accident with Injuries	88	100
Alarm Received	1034	1156
Animal Complaint	386	303
Arrests	307	230
Arson	0	6
Assault	32	39
Break & Entry	70	53
Bylaw Violation	9	11
Child Abuse Complaint	11	9
Civil Complaint	81	99
C.O.R.I. Record Check	18	15
Disturbance	413	379
Domestic Disturbance	65	138
Drug Violation	33	31
Fire Call	281	386
Forgery	2	1
General Service	1684	2849
Gun Violation	5	13
Health Hazard	85	131
Kidnapping Attempt	0	1
Larceny	358	297
Larceny Of Motor Vehicle	16	21
Lockout	39	40
Malicious Destruction	215	214
Medical Emergency	523	638
Missing Person	81	76
Motor Vehicle Complaint	1572	1685
Mutual-Aid Call	103	91
Police Information	2242	1933
Protective Custody	44	81
Rape	6	1
Warrant Recalled	0	7
Vehicle Repossession	7	7
Robbery/Armed Or Unarmed	1	2
Security Check	1250	1893
Sexual Assault	7	16
Sudden Death	8	6
Suicide Attempt	16	14
Suspicious Activity	1181	1193
Annoying Telephone Calls	90	56
Threatening	60	61
Traffic Citations	1596	1712
Traffic Hazard	657	787
Trespassing Complaint	41	32
Total Count	15226	17348

TRAINING

In keeping with the requirements of the Massachusetts General Laws and the provisions of the Department's own General Orders, recertification in the following was provided to each officer:

Use of Force Policy, Use of OC (Oleoresin Capsicum) Spray, radar operation, infrared breath testing, LEAPS/NCIC computer operation, CPR, and First Responder Training.

The annual Firearms qualifications in both the service pistol and shotgun were held in June at the Harvard Sportsmen's Club.

Roll Call Training provided officers with discussions and handouts on changes in the MGL that will affect them in the exercise of their authority.

Officers attended a special seminar presented by Atty. Patrick Rogers on the recent changes in the Massachusetts General Laws pertaining to the new Gun Control Law and criminal law updates.

All officers attended a 40 hour In-Service training program with studies in such areas as updates in motor vehicle law, domestic violence, fitness and wellness, and officer survival. In addition to this some officers received specialized training specific to their particular assignment. Courses were provided in areas such as; The Attorney General's Domestic Violence Seminars, LEAPS Policies and Procedures, Search Warrant training, bomb incident training and Gang Identification sponsored by the Department of Corrections.

Our newest officer, Dean Keeler successfully completed the 21 week Massachusetts Training Council's Basic Recruit Academy at Reading in February and completed his Field Training of twelve more weeks here at the department before being certified as a fully trained officer.

YOUTH ACTIVITIES

The Youth Services Division of the Police Department investigates all crimes in which the victim(s) and/or perpetrator(s) are under the age of 17. In addition to these investigative duties, the detective assigned to this division taught the D.A.R.E. program to all Acton Public School children in grades 4 and 6, gave instruction to children, community groups, public and private schools concerning stranger danger, bike safety, and Halloween safety talks. The detective assigned to this division also met weekly with high school administration personnel to share information concerning youth activity in the schools and the community, conducted tours and safety talks at the police station for boy/girl scout groups and other civic groups, and participated in a job shadowing day with high school students, met with students against drunk driving (SADD) and worked with the peer leaders group at the high school, and met and worked with the Parent Alliance group of Acton and Boxborough and also worked with the A/B Celebration Committee. The DARE Division also provides an (e-mail) address for students, teachers and parents to contact the DARE officer at (dare@ma.ultranet.com), with questions or concerns. The Youth Services Division also fingerprinted over 200 children and handed out Halloween safety bags and other safety literature at Octoberfest, coordinated and assisted with over 200 photos of children during the yearly photo with Santa Claus held at the police station. The DARE division has also applied and received a grant that sent Patrolman Scott Howe to be trained in the DARE core curriculum. Patrolman Howe will assist Detective Prehl with this program.

George W. Robinson
Chief of Police

LEGISLATIVE

ABSTRACT OF THE ANNUAL TOWN MEETING HELD APRIL 6, 1998 WITH ADJOURNED SESSIONS HELD APRIL 7, AND APRIL 8, 1998

OF REGISTERED VOTERS ATTENDING TOWN MEETING

		Attendance
Monday	April 6, 1998	815
Tuesday	April 7, 1998	496
Wednesday	April 8, 1998	417

The Moderator called the meeting to order on Monday, April 6, 1998 at 7:05 P.M. After welcoming the attendees to the Annual Town Meeting, Mr. MacKenzie introduced Rev. Ross Lilley of the South Acton Congregational Church. Rev. Lilley gave the invocation.

The Moderator then introduced F. Dore Hunter, Chairman of the Board of Selectmen. Mr. Hunter first thanked Bill Mullin for his six years of service on the Board of Selectmen and then introduced the other members of the Board of Selectmen, the Town Manager, Town Counsel, Town Clerk, Asst. Town Manager and the Town Accountant.

The Moderator then introduced Thomas Mackey, Chairman of the Finance Committee. Mr. Mackey introduced the members of the Finance Committee.

Mr. MacKenzie noted that there were only a few new residents attending town meeting so he dispensed with explaining the rules and regulations governing Town Meeting and explained that he would read the Consent Calendar on pages 22 and 23 of the warrant. He informed the members of Town Meeting that any articles read on the Consent Calendar could be "HELD" if two or more voters called for them to be "HELD" for discussion.

Motion: Mr. Hunter moves that the Town take up the 13 articles in the Consent Calendar on Pages 22 and 23 of the Warrant.

The Moderator reads the individual articles, 12, 13, 14, 16, 17, 18, 19, 20, 21, 30, 31, 35, and 39, No articles were "held".

CONSENT CALENDAR

ARTICLE MOTION

12** Council on Aging Enterprise Budget: Move that the

Town raise and appropriate \$50,017 for the purpose of operating the Town of Acton Senior and Handicapped Citizen Van service, and to raise such amount \$50,017 be transferred from the Council on Aging Enterprise Fund.

13** Nursing Enterprise Fund: Move that the Town raise and appropriate \$537,706 for the purpose of operating the Public Health Nursing Service, and to raise such amount \$537,706 be transferred from the Nursing Enterprise Fund.

14** Septage Disposal Enterprise Budget: Move that the Town raise and appropriate \$203,800 for the purpose of septage disposal, and to raise such amount \$203,800 be transferred from the Septage Disposal Enterprise Fund.

16** Section 53 1/2 Self-Funding Programs: Move that the revolving funds for the Local School System, Historic District Commission, Building Department, Sealer of Weights and Measures, Health Department, and Fire Department be continued for FY 1999 in the amounts and for the purposes set forth in the expense column of this article.

17** Street Acceptances: Move that the Town accept as a public way the streets listed in the Article, as laid out by the Board of Selectmen according to the plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easements for drainage, utility, or other purposes where shown on said plan or described in the Order of Layout.

18** Central Street Sidewalk Easements: Move in the words of the article.

19** John Swift Road Easement (Isaac Davis Trail): Move in the words of the article.

20** Road Layout and Acceptance (Piper Road and Charter Road): Move in the words of the article.

21** Plowing of Private Ways: Move that the Town raise and appropriate \$10,000 to be expended by the Town Manager for plowing of private ways open to public use as designated by the Board of Selectmen.

30** Chapter 90 Highway Reimbursement Program: Move the Selectmen are authorized to accept Highway funds from all sources and such funds are hereby appropriated for highway purposes.

31** Emergency /Disaster Aid Appropriations: Move in the words of the article.

35** Merriam School Offset Receipts Budget: Move that the Town raise and appropriate \$27,758 for the purpose of maintaining the Merriam School Building, and to raise such amount \$27,758 be transferred from the Merriam School Offset Receipts Budget.

39** Corrections, Clarifications, and Minor Modifications: Move in the words of the Article.

Moderator asks that the Consent Calendar now be passed.

Motion carries unanimously

MONDAY, APRIL 6, 1998

ARTICLE 1 CHOOSE TOWN OFFICERS
(Majority Vote Required)

To choose all necessary Town Officers and Committees and to fix the salaries and compensation of all the elective officers of the Town as follows:

Moderator	\$20.00 per Town Meeting session
Board of Selectmen	Chairman \$750.00 per year
Member	\$650.00 per year

or take any other action relative thereto.

Motion: Mr. Hunter moves that the Town fix the compensation for elected officers as shown in the warrant.

Motion Carries Unanimously

MALCOLM S. MACGREGOR nominates **FREDERICK A. HARRIS** as a Trustee of the West Acton Fireman's Relief Fund, term to expire in 2001.

Motion Carries Unanimously

WILLIAM KLAUER nominates **JOSEPH A. CONQUEST** as a Trustee of the Fireman's Relief Fund, term to expire 2001.

Motion Carries Unanimously

FRANCES MORETTI nominates **SHIRLEY U. TOWLE** as a Trustee of the Charlotte Goodnow Fund, term to expire 2001.

Motion Carries Unanimously

JOHN POWERS nominates **CORNELIA O. HUBER** as a Trustee of the Elizabeth White Fund, term to expire 2001.

Motion Carries Unanimously

CORNELIA O. HUBER nominates **FRANCIS M. JOYNER, JR.** as a Trustee of the Elizabeth White Fund to fill the unexpired term of Edwin Miller, term to expire 2000.

Motion Carries Unanimously

ROBERT L. LOOMIS nominates **VIRGINIA RHUDE** as a Trustee of the Citizen's Library Association of West Acton, term to expire in 2001.

Motion Carries Unanimously

ARTICLE 2 HEAR AND ACCEPT REPORTS
(Majority Vote Required)

To see if the Town will accept reports and hear and act upon the report of any committee chosen at any previous Town Meeting that has not already reported, or take any other action relative thereto.

Motion: Mr. Hunter moves that the Town accept the reports of the various Town Officers and Boards as set forth in the 1997 Town Report and that the Moderator calls for any other reports.

Motion Carries Unanimously

ARTICLE 3 BUDGET TRANSFER
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, an amount of money to be used in conjunction with funds appropriated under the current fiscal year's budgets to be used during the current fiscal year, or make any other adjustments to the current fiscal year budgets and appropriations that may be necessary, or take any other action relative thereto.

Motion: Mr. Friedrichs moves that the Town appropriate \$30,000 to be expended by the Town Manager for the purpose of appraising, surveying and providing other in-kind services as may be required to secure a Federal or State Grant for the acquisition of land to establish a route for the Assabet River Rail Trail, and to raise such amount, \$30,000 be transferred from Free Cash.

Motion Carries

ARTICLE 4 ASSABET RIVER RAIL TRAIL
(2/3 VOTE REQUIRED)

To see if the Town of Acton, for the purpose of establishing a route for the Assabet River Rail Trail, will vote to take by eminent domain, purchase in fee simple, accept as a gift, or

acquire by lease, easement, license or otherwise certain parcels of land, or portions thereof, consisting of:

- the former or present railroad right of way that leads from the Maynard town line just west of Main Street to the intersection of Maple Street with Main Street in South Acton;
- a parcel of land at 20 Main Street;
- a parcel of land between the railroad right of way, Stow Street and Mill Pond; and
- a parcel of land between Maple Street and the MBTA commuter rail right of way in the vicinity of the South Acton train station;

Said parcels are also shown in the 1997 Acton Town Atlas on map I-2 as the B & M Railroad and parcels 20, 21-3, 32, 33, 35, 83, and 84, and on map H-2A as B & M RR Marlboro Branch, and parcels 37, 42, 42-1 and 62; and further, to appropriate \$150,000 or any other sum of money, to be expended by the Town Manager for costs incurred for these land acquisitions, and to determine whether to raise this appropriation by borrowing or otherwise, and to authorize the Selectmen to apply for, accept, expend and borrow in anticipation of Federal and State aid; or take any other action relative thereto.

Motion: Mr. Friedrichs moves that the Town appropriate \$150,000 to be expended by the Town Manager for the purpose of acquiring certain parcels of land, as set forth in the article, for establishing a route for the Assabet River Rail Trail, and that to raise such amount, the Town Manager is authorized to apply for, accept, expend and borrow in anticipation of any Federal and State Grants available for these purposes.

Motion: Mr. Codyer moves that the Town postpone discussion of this article indefinitely

Motion Lost

Original Motion Carries

TOTAL VOTE 489 YES 335 NO 154

ARTICLE 5 CIVIL SERVICE/QUINN BILL
(Majority Vote Required)

To see if the Town will vote to approve the Memorandum of Agreement between the Town and the International Brotherhood of Police Officers Local 334 signed February 6, 1998, which is on file in the office of the Town Clerk and which will require the Town to petition the General Court for an act to repeal Chapter 493 of the Acts of 1938, and to accept, contingent upon the passage of said act, Section 108L of Chapter 40 of the Massachusetts General Laws effective upon the date specified in the Memorandum of Agreement, or to take any other action relative thereto.

Motion: Mr. Hunter moves that the terms of the Police Collective Bargaining Memorandum of Agreement, dated March 6, 1998, are approved, and that in order to satisfy the terms of the Agreement, the Selectmen are authorized to petition the General Court for an Act to repeal Chapter 493 of the Acts of 1938, and further that the Town accept Massachusetts General Laws, Chapter 41, Section 108L (The Quinn Bill) effective upon the enactment of legislation by the General Court to remove the position of Police Chief from the provisions of Civil Service.

Motion Carries

ARTICLE 6 MEMORIAL LIBRARY IMPLEMENTATION
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$80,031, or any other sum, to be expended by the Town Manager for the additional operational costs of the first year's operation of the expanded Memorial Library, as listed below, or take any other action relative thereto:

A	Increased library staff, including benefits	\$53,919
B	Increased materials budget	7,353
C	Additional building maintenance, including benefits	<u>\$18,759</u>
Total		\$80,031

Motion: Mr. Hunter moves that the Town raise and appropriate \$80,031.00 to be expended by the Town Manager for increased library staff, building maintenance and materials budget for the Memorial Library, as listed in the Article.

Motion Carries Unanimously

ARTICLE 7 CAPITAL IMPROVEMENTS- 17 WOODBURY LANE REUSE STUDY
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$20,000, or any other sum, to be expended by the Town Manager for a reuse study for 17 Woodbury Lane, or take any other action relative thereto.

Motion: Mrs. Tavernier moves that the Town raise and appropriate \$20,000.00 to be expended by the Town Manager for professional services for identification, evaluation and estimating implementation costs of reuse options for the town-owned structure at 17 Woodbury Lane.

Motion Carries

Mr. Mullin expressed his thanks to the town and wishes them continued good luck in the future.

ARTICLE 8 RECREATION IMPLEMENTATION (Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$224,699, or any other sum, to be expended by the Town Manager for personnel and equipment to initiate a recreation implementation program as outlined in the summary below, or take any other action relative thereto.

Motion: Mr. Mullin moves that the Town raise and appropriate \$224,699.00 to be expended by the Town Manager for implementation of the Recreation Division within the Natural Resources and Cemetery Department and for professional design services for the Morrison Property.

Motion: Mr. Evans moves to amend the sum of the motion by subtracting \$2240.00

Amendment Lost

Original Motion Carries

Motion: Mr. Hunter MOVES TO ADJOURN THIS SESSION OF TOWN MEETING AT 10:32PM UNTIL 7:00 ON APRIL 7, 1998

Motion Carries

TUESDAY APRIL 7, 1998

THE MODERATOR CALLED THE MEETING TO ORDER AT 7:00PM.

ARTICLE 9 LOCAL SCHOOL CONSTRUCTION (2/3 Vote Required)

To see if the Town will vote to appropriate \$12,325,000, or any other sum of money, for constructing, originally equipping and furnishing a new four section elementary school including costs incidental and related thereto, and to determine whether to raise this appropriation by borrowing or otherwise, or to take any other action relative thereto.

Motion: Mr. Scanlon moves to take no action.

MOTION CARRIES UNANIMOUSLY

ARTICLE 10 SMOKING RESTRICTIONS (Majority Vote Required)

To see if the town will amend Chapter E, Section 30, Subsection B, Restaurants, of the Town Bylaws by deleting the existing wording and replacing it with wording as follows:

B. Restaurants

1. Effective on July 1, 1998, no less than 100% of the total seating capacity of a food service establishment shall be a nonsmoking area. This section shall supersede any and all previous regulations controlling the percentage of non-smoking seats to be provided by establishments.
2. This regulation shall also include the lounge/bar service areas in a food service establishment, unless ventilation is provided such that air from the area does not enter the restaurant portion of the establishment and the nonsmoking area (including any nonsmoking areas within the restaurant) remains at least 75% of the total seating capacity.
3. Each restaurant shall conspicuously post signs to indicate non-smoking areas and the areas where smoking is allowed.
4. The proprietor, manager or person in charge shall ensure that all patrons conform to the conditions of the bylaw.
5. All outdoor seating shall be exempt from the provisions of this bylaw.

or take any other action relative thereto.

Motion: Mrs. Hotaling moves in the words of the Article except that the effective date indicated in paragraph B.1. shall be revised to read September 30, 1998.

Motion Carries

TOTAL VOTE 349 YES 214 NO 135

ARTICLE 11 WATERSHED TRADING PROGRAM (Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$100,000, or any other sum, to be expended by the Town Manager to study, plan and implement a Watershed Based Trading Program, to identify non-point discharges within Acton's watershed and plan and implement their reduction through education, management practices and infrastructure changes with the goal of constructing a wastewater treatment plant with a point discharge into the Assabet River, or take any other action relative thereto.

Motion: Mrs. Tavernier moves that the Town raise and appropriate \$100,000 to be expended by the Town Manager to study, plan and implement a Watershed Based Trading Program.

Motion Carries Unanimously

Mr. MacKenzie recognized all the town boards and committees and thanked them on behalf of the town for their time and efforts. He also recognized the school volunteers.

Acton/Boxborough Cultural Council

Minuteman Home Care

Board of Appeals

Minuteman Vocational
School Committee

Board of Assessors

Personnel Board

Board of Health

Planning Board

Cable Advisory Committee

Prison Advisory Committee

Cemetery Commission

Public Ceremonies and
Celebrations Comm.

Commission on Disability

Recreation Commission

Conservation Commission

Second Airport/Fort Evens
Reuse Task Force

Council on Aging

South Acton Revitaliza-
tion Committee

Fair Housing Committee

Town Report Committee

Finance Committee

Transportation Committee

Hanscom Field
Advisory Commission

Volunteer Coordinating
Committee

Historic District Commission

Historical Commission

Lowell Reg. Transportation
Authority

Metropolitan Advisory
Planning Council

Mr. MacKenzie noted that he and Dick O'Brien, Moderator for the Water Supply District have worked out an agreement that they would be Deputy Moderator for each other, if circumstances occurred.

ARTICLE 12 COUNCIL ON AGING VAN ENTERPRISE BUDGET**
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$50,017, or any other sum, to operate the Senior Van Service, in accordance with Mass General Laws Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

Consent Motion: Mr. Hunter moves that the Town raise and appropriate \$50,017 for the purpose of operating the Town of Acton Senior and Handicapped Citizen Van service, and to raise such amount, \$50,017 be transferred from the Council on Aging Enterprise Fund.

Consent Motion Carries Unanimously

ARTICLE 13 NURSING ENTERPRISE BUDGET**
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$537,706, or any other sum, to provide Public Health and Visiting Nurse Services, in accordance with Mass General Laws Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

Consent Motion: Mr. Hunter moves that the Town raise and appropriate \$537,706 for the purpose of providing Public Health Nursing Services, and to raise such amount \$537,706 be transferred from the Nursing Enterprise Fund.

Consent Motion Carries Unanimously

ARTICLE 14 SEPTAGE DISPOSAL ENTERPRISE BUDGET**
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$203,800, or any other sum, for the purpose of septage disposal, in accordance with Mass General Laws Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

Consent Motion: Mr. Hunter moves that the Town raise and appropriate \$203,800 for the purpose of septage disposal, and to raise such amount \$203,800 be transferred from the Septage Disposal Enterprise Fund.

Consent Motion Carries Unanimously

ARTICLE 15 NESWC ENTERPRISE BUDGET
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$1,880,549, or any other sum, for the purpose of solid waste disposal, in accordance with Mass General Laws Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

Motion: Mr. Mullin moves that the Town raise and appropriate \$1,880,549 for the purpose of Solid Waste Disposal, and to raise such amount, \$1,213,549 be transferred from the NEWSC Enterprise Fund and \$667,000.00 be raised and appropriated.

Motion Carries Unanimously

ARTICLE 16 SECTION 53E1/2 SELF-FUNDING PROGRAMS**
(Majority Vote Required)

To see if the Town will vote pursuant to Section 53E1/2 of Chapter 44 of the Massachusetts General Laws to continue revolving funds for the Local School system, Historic District Commission, Building Department, Sealer of Weights and Measures, Health Inspectional Services, and Fire Department Fire Alarm Network, or take any other action relative thereto.

	FUND BALANCE 6/30/97	REVENUE	EXPENSE
School Department			
Douglas At Dawn Merriam	\$-0-	\$ 1,000	\$ 1,000
Afternoons/Summer Gates Amazing Mornings	\$-0-	\$20,000	\$ 20,000
	\$597	\$20,000	\$ 20,000
Historic District Commission	\$604	\$ 400	\$ 600
Building Department (Includes fees for Micro Filming, Electrical Permits, Plumbing Permits Gas Permits, Sign Licenses and Licenses and Periodic Inspection Fees)	\$52,968	\$90,000	\$116,852
Sealer of Weights and Measures	\$ 1,382	\$ 7,700	\$ 7,660
Health Department			
Food Service Inspections	\$ 2,625	\$23,100	\$23,030
Hazardous Materials Inspections	\$17,883	\$20,500	\$20,300
Fire Department			
Fire Alarm Network	\$18,106	\$37,000	\$43,000

Consent Motion: Mr. Hunter moves that the revolving funds for the Local School System, Historic District Commission, Building Department, Sealer of Weights and Measures, Health Department, and Fire Department be continued for FY1999 in the amounts and for the purposes as set forth in the expense column of this article.

Consent Motion Carries Unanimously

ARTICLE 17 STREET ACCEPTANCES**
(2/3 Vote Required)

To see if the Town will accept as public ways the following streets or portions thereof, as laid out by the Board of Selectmen according to plans on file with the Town Clerk and authorize the Board of Selectmen to take the fee or easement in said streets by eminent domain or otherwise, including Parcel A, as well as easements for drainage, utility, sidewalks, or other purposes where shown on said plans or described in the Order of Layout:

In the WASHINGTON DRIVE EXTENSION SUBDIVISION

WASHINGTON DRIVE EXTENSION - from the previous limit of acceptance at the northerly sideline of a 64.50 foot radius cul-de-sac a distance of 246 feet, more or less, in a northeasterly direction to the easterly sideline of a 75.00 foot radius cul-de-sac (including the cul-de-sac), this being the entire road.

McKINLEY DRIVE - from the southwesterly sideline of Newtown Road a distance of 404 feet, more or less, in a southwesterly direction to the southwesterly sideline of a 75.00 foot radius cul-de-sac (including the cul-de-sac), this being the entire road, or take any other action relative thereto.

Consent Motion: Mr. Hunter moves that the Town accept as a public way the streets listed in the Article, as laid out by the Board of Selectmen according to the plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easements for drainage, utility, or other purposes where shown on said plans or described in the Order of Layout.

Consent Motion Carries Unanimously

ARTICLE 18 CENTRAL STREET SIDEWALK EASEMENT**
(Majority Vote Required)

To see if the Town will vote to accept as a gift from the owners of the West Acton Village Townhouse Condominium a sidewalk easement 5 feet wide along their frontage at 283-295 Central Street, or take any other action relative thereto.

Consent Motion: Mr. Hunter moves in the words of the article.

Consent Motion Carries Unanimously

ARTICLE 19 ISAAC DAVIS TRAIL EASEMENT - FENTON**
(Majority Vote Required)

To see if the Town will vote to accept as a gift from James Fenton a Public Access Trail Easement at 10 John Swift Road,

being further described in a deed to the Town of Acton recorded in the Middlesex South District Registry of Deeds, or take any other action relative thereto.

Consent Motion: Mr. Hunter moves in the words of the article.

Consent Motion Carries Unanimously

ARTICLE 20 RELOCATION AND LAYOUT OF A PORTION OF PIPER ROAD**
(Majority Vote Required)

To see if the Town will vote to accept as a Town way a portion of Piper Road from State Highway Route 2 a distance of 714 feet, more or less, in a southwesterly direction, as relocated and laid out by the Board of Selectmen according to a plan on file with the Town Clerk, including the acceptance of the land shown on said plan as "Parcel X - 0.235 Acres" from AB Properties, LLC and described in more detail in the Order of Layout on file with the Town Clerk, or take any other action relative thereto.

Consent Motion: Mr. Hunter moves in the words of the article

Consent Motion Carries Unanimously

ARTICLE 21 PLOWING OF PRIVATE WAYS**
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$10,000, or any other sum, to be expended by the Town Manager for the cost associated with the plowing of private ways open to public use as designated by the Board of Selectmen, or take any other action relative thereto.

Consent Motion: Mr. Hunter moves that the Town raise and appropriate \$10,000 to be expended by the Town Manager for plowing of private ways open to public use as designated by the Board of Selectmen

Consent Motion Carries Unanimously

ARTICLE 22 TOWN OPERATING BUDGET
(Majority Vote Required)

To see what sums of money the Town will raise and appropriate, or appropriate from available funds, to defray the necessary expenses of the several departments, offices and boards of the Town, exclusive of the school budgets, or take any other action relative thereto.

Motion: Mr. Hunter moves that the Town Budget for the period July 1, 1998 to June 30, 1999 in the amount of

\$12,964,237.00 be raised and appropriated in its entirety, except that \$84,730.00 be transferred from the Cemetery Trust Fund for Cemetery use and \$14,392.00 be transferred from Wetlands Filing Fees for use by the Natural Resources Department, and further that the Town Manager be authorized to sell, trade or dispose of vehicles being replaced and to expend any proceeds received.

Motion Carries Unanimously

Mr. MacKenzie thanked the check-in tellers and gave a special thanks to Belle Choate, Head teller, at the town meeting for all the work they do regarding the town meeting.

ARTICLE 23 CAPITAL IMPROVEMENTS, INFRASTRUCTURE- SIDEWALKS
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$160,000, or any other sum, to be expended by the Town Manager for the construction of sidewalks on Town Ways, or take any other action relative thereto.

Motion: Mr. Friedrichs moves that the Town raise and appropriate \$160,000 to be expended by the Town Manager for the purpose of designing and constructing sidewalks and that to raise such amount, \$160,000.00 be transferred from Free Cash..

Motion Carries

ARTICLE 24 CAPITAL IMPROVEMENTS, FACILITIES AND EQUIPMENT
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$113,000, or any other sum, to be expended by the Town Manager for the various purposes listed below:

A.	Town Hall Telephone System	\$45,000
B.	Town Hall Clock Repair	\$12,000
C.	Town Hall Bell Repair	\$8,000
D.	Elm Street Tennis Courts	<u>\$48,000</u>

Total **\$113,000**

or take any other action relative thereto.

Motion: Mr. Friedrichs moves that the Town raise and appropriate \$113,000.00 to be expended by the Town Manager for the purpose of purchasing equipment and making infrastructure repairs as listed in the Article and that to raise such amount, \$113,000.00 be transferred from Free Cash.

Motion Carries

ARTICLE 25 CAPITAL IMPROVEMENTS - VEHICLES (Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$122,000, or any other sum, to be expended by the Town Manager for the various purposes listed below:

A.	Inspectional Car Replacement	\$15,000
B.	10-Ton Dump Truck Replacement	\$72,000
C.	One Ton Dump Truck Replacement	\$35,000

Total	\$122,000
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or take any action relative thereto

Motion: Mr. Kabakoff moves that the Town raise and appropriate \$122,000.00 to be expended by the Town Manager for the purpose of replacing vehicles as listed in the Article and that the Town Manager be authorized to sell, trade or dispose of vehicles being replaced and to expend any proceeds received.

Motion Carries Unanimously

ARTICLE 26 CAPITAL IMPROVEMENTS - FOREST ROAD LANDFILL CLOSURE (Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$126,000, or any other sum, to be expended by the Town Manager for design, specifications and preparation of bid documents to permanently close the Forest Road Landfill, or take any other action relative thereto.

Motion: Mr. Mullin moves that the Town raise and appropriate \$126,000.00 to be expended by the Town Manager for professional services for design and preparation of specifications and bid documents to permanently close the Forest Road Landfill.

Motion Carries

ARTICLE 27 STORAGE BUILDING (Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds the sum of \$100,000, or any other sum to be expended by the Town Manager for construction of a storage building and making necessary improvements to the parking lot at Woodlawn Cemetery, or take any other action relative thereto.

Motion: Mr. Kabakoff moves that the Town raise and appropriate \$100,000.00 to be expended by the Town Manager for the purpose of designing and constructing a storage building and making necessary improvements to the parking lot at Woodlawn Cemetery and to raise such amount, \$100,000.00 be transferred from Free Cash.

Motion Carries

ARTICLE 28 GRAND OPENING AT NORTH ACTON RECREATION AREA (Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$10,000, or any other sum, to be expended by the Town Manager to host a grand opening celebration at the North Acton Recreation Area, or take any other action relative thereto.

Motion: Mr. Mullin moves that the Town raise and appropriate \$10,000 to be expended by the Town Manager for the purpose of organizing and conducting a Grand Opening of the North Acton Recreation Area.

Motion Carries

ARTICLE 29 TOWN BOARD SUPPORT - SPECIAL PROJECTS (Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$5,000, or any other sum, to be expended by the Town Manager for the on-going expenses of the Acton Boxborough Cultural Council, or take any other action relative thereto.

Motion: Mr. Hunter moves that the Town raise and appropriate \$5,000.00 to be expended by the Town Manager for the on-going expenses of the Acton Boxborough Cultural Council and to raise such amount, \$5,000.00 be transferred from Free Cash.

Motion Carries

ARTICLE 30** CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM (Majority Vote Required)

To see if the Town will raise and appropriate or appropriate from available funds a sum of money for highway improvements under the authority of Chapter 90 of the Mass General Laws and any other applicable laws, or take any other action relative thereto.

CONSENT MOTION: MR. HUNTER moves the Selectmen are authorized to accept Highway funds from all sources and such funds are hereby appropriated for highway purposes.

Consent Motion Carries Unanimously

ARTICLE 31 EMERGENCY/DISASTER AID
APPROPRIATIONS
(Majority Vote Required)**

To see if the Town will vote to appropriate any Federal Government and State Government reimbursement for costs incurred as a result of any declared emergencies or other unusual occurrences during Fiscal Year 1999; or take any other action relative thereto.

Motion: Consent Mr. Hunter moves in the words of the article.

Consent Motion Carries Unanimously

Motion Mr. Hunter MOVES TO ADJOURN THIS SESSION OF TOWN MEETING, AT 10:18PM, UNTIL 7:00 ON APRIL 8, 1998

Motion Carries Unanimously

WEDNESDAY, APRIL 8, 1998

THE MODERATOR CALLED THE MEETING TO ORDER AT 7:01PM.

**ARTICLE 32 MINUTEMAN REGIONAL SCHOOL
ASSESSMENT
(Majority Vote Required)**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$428,167, or any other sum, to defray the necessary expenses of the Minuteman Science and Technology High School, or take any other action relative thereto.

Motion: Mr. Wiltse moves that the Minuteman Science and Technology High School Assessment for the period July 1, 1998 to June 30, 1999, in the amount of \$428,167.00, be raised and appropriated in its entirety.

Motion Carries Unanimously

Mr. MacKenzie thanked the volunteers from Cablevision Inc. (Local cable TV provider).

The Moderator advised town meeting members that Article 33 had to be voted by a secret ballot.

The voters had a yes/no ballot that was to be separated, one portion placed in the ballot box as the vote and the other portion placed in a waste basket.

**ARTICLE 33 AMEND REGIONAL SCHOOLS
AGREEMENT
(Majority Vote Required by ballot)**

To see if the Town will vote to accept a proposal that the Agreement for the Regional School District for the Towns of Acton and Boxborough be amended in accordance with C. 71, s14E, to provide that the vote of each member of the Regional School District Committee shall be weighted according to the population of the Town the member represents, as determined by the most recent town census, or take any other action relative thereto.

Motion: Mrs. Williams moves that the Agreement for the Regional School District for the Towns of Acton and Boxborough be amended in accordance with Massachusetts General Laws, Chapter 71, Section 14E, to provide that the vote of each member of the Regional School District Committee shall be weighted according to the population of the Town the member represents, as determined by the most recent town census.

VOTED BY BALLOT

TOTAL VOTES CAST 143	YES 138	NO 5
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Motion Carries

**ARTICLE 34 ACTON-BOXBOROUGH RE-
GIONAL SCHOOL ASSESSMENT
(Majority Vote Required)**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$11,909,338. or any other sum, to defray the necessary expenses of the Acton-Boxborough Regional School District, or take any other action relative thereto.

Motion: Mrs. Williams moves that the Acton Boxborough Regional School Assessment for the period July 1, 1998 to June 30, 1999, in the amount of \$11,407,415.00 be raised and appropriated, and to raise such amount, \$150,000.00 be transferred from Free Cash and \$11,257,415.00 be raised and appropriated.

Motion Carries

ARTICLE 35 MERRIAM SCHOOL OFFSET
RECEIPTS BUDGET
(Majority Vote Required)**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$27,758, or any other sum, for the purpose of maintaining and operating the Merriam School, in accordance with Mass General Laws, Chapter 44, Section 53E, Offset Receipts Law, or take any other action relative thereto.

Consent Motion: Mr. Hunter moves that the Town raise and appropriate \$27,758 for the purpose of maintaining the Merriam School Building, and to raise such amount \$27,758 be transferred from the Merriam School Offset Receipts Budget.

Consent Motion Carries Unanimously

**ARTICLE 36 ACTON PUBLIC SCHOOLS
BUDGET
(Majority Vote Required)**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$13,687,248, or any other sum, to defray the necessary expenses of the Local Schools, or take any other action relative thereto.

Motion: Mr. Scanlon moves that the Town raise and appropriate \$13,687,248.00 for the Acton Local Schools for the period July 1, 1998 to June 30, 1999, and to raise such amount, \$150,000.00 be transferred from Free Cash and \$13,537,248.00 be raised and appropriated.

Motion Carries

**ARTICLE 37 USE OF FUNDS TO REDUCE THE
TAX RATE - FREE CASH
(Majority Vote Required)**

To see if the Town will determine an amount of free cash which shall be used for the purpose of reducing the tax rate for the fiscal year beginning July 1, 1998, or take any other action relative thereto.

Motion: Mrs. Tavernier moves to take no action.

Motion Carries Unanimously

**ARTICLE 38 CHANGE OF USE REGULATIONS
IN THE GENERAL INDUSTRIAL
DISTRICT
(2/3 vote required)**

To see if the Town of Acton will vote to amend section 3, Table of Principal Uses, of the zoning bylaw as follows (N means the use is not allowed, Y means the use is allowed):

In column GI and line 3.5.11, Services, change N to Y;
In column GI and line 3.5.12, Studio, change N to Y;

or take any other action relative thereto.

Motion: Mr. Chernin moves that the zoning bylaw be amended as set forth in the Article.

Motion Carries Unanimously

ARTICLE 39 CORRECTIONS, CLARIFICATIONS, AND MINOR MODIFICATIONS
(2/3 Vote Required)**

To see if the Town of Acton will vote to amend the zoning bylaw and the zoning map as follows (Notes in italic print are not part of the article but are intended for explanation only):

- A. Amend the Zoning Bylaw as follows:
1. In section 1.3.15, delete sub-paragraph 3) in its entirety and replace with:
 "3) a public or private way shown on a plan heretofore approved and endorsed in accordance with the Subdivision Control Law;"
 Note: Sub-paragraph 3) of section 1.3.15 currently reads as follows, with proposed changes noted in bold:
 3) a **[public or private]** way shown on a plan heretofore approved and endorsed in accordance with the Subdivision Control Law;
 2. Insert in section 3.1 after the forth paragraph the following sentence:
 "A USE denoted by the letters "SPP" may be permitted by special permit from the Planning Board."
 Note: Section 3.1 currently reads as follows, with proposed changes noted in bold:
 3.1 Provisions for Table of PRINCIPAL USES and PRINCIPAL USE Definitions - No land, STRUCTURE or BUILDING shall be used except for the purposes permitted in the district as set forth in this Section unless otherwise permitted in this Bylaw. The words used to describe each PRINCIPAL USE contained in Sections 3.2 through 3.7, inclusive, are intended to be definitions of such USES. A USE is permitted by right in any district under which it is denoted by the letter "Y". A USE is prohibited in any district under which it is denoted by the letter "N". A USE denoted by the letters "SPA" may be permitted by special permit from the Board of Appeals. **[A USE denoted by the letters "SPP" may be permitted by special permit from the Planning**

Board.] A USE denoted by the letters “SPS” may be permitted by special permit from the Board of Selectmen. Where any USES permitted by right or by special permit are followed by the letter “R” in the Site Plan Special Permit column, a Site Plan Special Permit is required from the Board of Selectmen in accordance with Section 10.4 and where the letters “NR” appear in the Site Plan Special Permit column, a Site Plan Special Permit is not required.

3. In the Table of Principal Uses, column OP-1, line 3.5.4 - Restaurant, replace SPS(3) with N; delete footnote (3) in its entirety; and renumber footnotes (4) through (11) to become (3) through (10) respectively.

Note: SPS in column OP-1, line 3.5.4 means that a restaurant may be allowed by special permit from the Board of Selectmen in the Office Park 1 district, and foot note (3) states that such use may only be allowed as an accessory to another principal use. The proposed change to N means that a restaurant will not be allowed as a principal use in the Office Park 1 district. See summary A.3 regarding accessory use regulations for restaurants in the Office Park 1 district.

4. Delete “and USES requiring a Special Permit” from section 4.3.7.2.

Note: Section 4.3.7.2 currently reads as follows, with proposed changes noted by use of strike-through: 4.3.7.2 Prohibited USES ~~and USES requiring a Special Permit~~ - In the following table of USE regulations “N” indicates that the USE is prohibited. “Y” indicates that a USE is permitted.

5. In section 5.8.3, change the section cross-references from 5.6.1 and 5.6.2, to 5.8.1 and 5.8.2 respectively; and in section 5.5.3.4 a), change the section cross-reference from 10.4.3.9 to 10.4.3.8.

Note: Section 5.8.3 currently reads as follows, with proposed changes noted in bold and by use of strike-through: 5.8.3 Except as provided in ~~5.6.1~~ **[5.8.1]** and ~~5.6.2~~ **[5.8.2]** any LOT protected under an ANR exemption shall be subject to the dimensional standards set forth for the zoning district in which the LOT is located.

Section 5.5.3.4 a) currently reads as follows, with proposed changes noted in bold and by use of strike-through: Determination of Development Rights for Affected LOTS - Before granting a Special Permit under Section 5.5.3, the Board of Selectmen shall determine the Development Rights for all LOTS to be affected by the proposed transfer. The Special

Permit shall specify the residential, nonresidential and total development rights for each LOT, expressed in NET FLOOR AREA as computed in Section ~~10.4.3.9~~ **[10.4.3.8]** of this Bylaw, less any Development Rights previously removed from such LOTS. The application for a Special Permit under this Section shall contain sufficient information to permit the Board of Selectmen’s determination of the Development Rights that may be transferred.

6. In section 6.3.1.6 delete the words “General Services; Personal Services” and replace with “Services”.

Note: Section 6.3.1.6, which states the minimum parking space requirements, currently reads as follows, with proposed changes noted in bold and by use of strike-through:

6.3.1.6	Retail Stores not listed below; General Services ; Personal Services [Services]; Studio; Restaurant	One space for each 300 square feet of NET FLOOR AREA without seating
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7. In section 6.7.6 change the two cross references to sections 6.7.7 and 6.8.7, to read 6.7.8 in both instances.

Note: Section 6.7.6 currently reads as follows, with proposed changes noted in bold: 6.7.6 Perimeter Landscaping Requirements - All parking lots/cells with more than five (5) spaces and all loading areas shall be bordered on all sides with a minimum of a ten (10) foot wide buffer strip on which shall be located and maintained appropriate landscaping of suitable type, density and height to effectively screen the parking area. The perimeter landscaping requirements shall be in addition to any minimum OPEN SPACE or landscaped buffer area required elsewhere in this Bylaw. However, where the minimum required front, side or rear yard is less than forty (40) feet, the landscaped buffer areas required in Section 10.4.3.6 and the areas required for perimeter landscaping may overlap. In such instances, the landscaping requirements of Sections 10.4.3.6 and ~~6.7.8~~ ~~6.7.7~~ shall be applied in a manner that will, in the opinion of the Special Permit Granting Authority (if the parking area is related to a permitted USE for which a site plan or other special permit is required) or the Building Commissioner (for other parking areas), provide a landscaped buffer as effective as it would be achieved through the separate implementation of the requirements of Sections 10.4.3.6 and ~~6.7.8~~ ~~6.8.7~~.

8. In section 9A.7.1 insert after item 3.4.8 the following:

"3.4.9 Assisted Living Residence".

Note: Section 9A.7.1 lists the uses that are allowed in a Planned Unit Development (PUD). Under Governmental, Institutional, and Public Service Uses, section 9A.7.1 currently list the following as allowed uses, with proposed changes as noted in bold:

3.4 GOVERNMENTAL, INSTITUTIONAL AND PUBLIC SERVICE USES

3.4.1 Municipal

3.4.2 Educational

3.4.3 Religious

3.4.4 Nursing Home

3.4.5 Public or Private Utility Facilities

3.4.6 Child Care Facility

3.4.8 Full Service Retirement Community

[3.4.9 Assisted Living Residence]

- B. Amend the zoning map (Map No. 1) by zoning to SM (Small Manufacturing) in its entirety a parcel of land shown on the 1998 Town Atlas as parcel C-5/38-1.

Note: The subject parcel is currently zoned for the most part SM with only a small portion in the North Acton Village (NAV) district.

or take any other action relative thereto.

Consent Motion: Mr. Hunter moves that the zoning bylaw be amended as set forth in the Article.

Consent Motion Carries Unanimously

The Moderator informed the town meeting members that the motions for Article #40 - #45 are to "**Take no action**" and that all six articles would be voted at one time.

Motion: Mr. Crowell moves to take no action on articles 40, 41, 42, 43, 44, and 45.

Motion To Take No Action Carries Unanimously

ARTICLE 40

**KELLEY'S CORNER DISTRICT
AMENDMENTS - DIMENSIONAL
REGULATIONS
(2/3 Vote Required)**

To see if the Town of Acton will vote to amend section 5 of the Zoning Bylaw as set forth in this article (Notes in italic print are not part of the article but are intended for explanation only):

- A. In the Table of Standard Dimensional Regulations of section 5 delete the line next to KC and replacing it with a new line as follows (Note: the current dimensional regulation is indicated in italic print and brackets wherever changes are proposed):

ZONING DISTRICTS	MINIMUM LOT AREA in sq. ft.	MINIMUM LOT FRONTAGE in feet	MINIMUM LOT WIDTH in feet	MINIMUM FRONT YARD in feet	MINIMUM SIDE & REAR YARD in feet	MINIMUM OPEN SPACE in percent	MAXIMUM FLOOR AREA RATIO	MAXIMUM HEIGHT
KC	10,000	100	50	see footnote (17) [30]	NR (18)	NR	0.20 (15) [0.40 (15)]	40 [36]

and add the following new footnotes (17) and (18) as follows:

(17) The minimum front yard measured from the sidelines of Massachusetts Avenue (Rt. 111), 1907 State Highway Layout, shall be 22 feet. The minimum front yard measured from the easterly sideline of Main Street (Rt. 27), 1953 County Layout north of Rt. 111 and 1958 County Layout south of Rt. 111, shall be 26 feet. The minimum front yard measured from the westerly sideline of Main Street (Rt. 27), 1953 County Layout north of Rt. 111 and 1958 County Layout south of Rt. 111, shall be 16 feet. The minimum front yard measured from the sideline of any other STREET shall be 4 feet.

(18) Where a business or industrial USE abuts a Residential District the minimum side or rear yard shall be 20 feet.

- B. In the Table of Standard Dimensional Regulations of section 5 delete footnote (15) and replace it with a new footnote (15) as follows:

(15) The FLOOR AREA RATIO may be increased above 0.20 subject to special provisions and a special permit as set forth in Section 5.6 and its sub-sections.

Note: Footnote (15) currently reads as follows: (15) Subject to certain provisions in Section 5.6, Special Provisions for the Kelley's Corner District.

- C. Delete the lead-in paragraph of section 5.6.3 and replace it with the following new paragraph:
5.6.3 In the KC District the FLOOR AREA RATIO may be increased above 0.20, up to a maximum FLOOR AREA RATIO of 0.60, by a special permit from the Board of Selectmen and subject to the

following standards and requirements:

Note: The lead-in paragraph of section 5.6.3 currently reads as follows: 5.6.3 The following standards shall apply on all LOTS in the KC District where the FLOOR AREA RATIO exceeds 0.20:

Note: Section 5.6.3 and its subsections currently contains 2 1/2 pages of standards and requirements for sidewalks, other pedestrian amenities, driveways, parking lots, building design, and infrastructure contributions. Some of them will be amended and added to in this and in subsequent articles.

- D. In sections 5.6.3.4.a), b), e), i), k), and o), and in section 5.6.3.5, replace the words "Site Plan Special Permit Granting Authority" with "Special Permit Granting Authority".

or take any other action relative thereto.

Motion: Mr. Croswell moves to take no action.

Motion To Take No Action Carries Unanimously

ARTICLE 41 KELLEY'S CORNER DISTRICT AMENDMENTS - STREET RESERVATIONS, URBAN VILLAGE STREETS, AND TRANSPORTATION INFRASTRUCTURE FUNDING

(2/3 Vote Required)

To see if the Town of Acton will vote to amend section 5 of the zoning bylaw as set forth in this article (Notes in italic print are not part of the article but are intended for explanation only):

- A. Insert a new section 5.6.3.6 as follows:

5.6.3.6 STREET Rights of Way - The Site Plan Special Permit Granting Authority shall require the reservation of strips of land, which shall not be built upon or used for any purpose except access to the remainder of the LOT, for future STREET rights of way for all purposes for which STREETS and ways are used in the Town of Acton, as set forth below.

- a) Along Main Street (Rt. 27) and Massachusetts Avenue (Rt. 111) the additional STREET rights of way shall be as follows:
- 1) 18 feet wide along both sides of Rt. 111 measured from the sidelines of the 1907 State Highway Layout, and adequate roundings at all intersections.
 - 2) 22 feet wide along the easterly side of Rt. 27 measured from the sideline of the 1953 County Layout north of Rt. 111 and from the sideline of the 1958 county layout south of Rt. 111, and adequate roundings at all intersections.
 - 3) 12 feet wide along the westerly side of Rt. 27 measured from the sideline of the 1953 County

Layout north of Rt. 111 and from the sideline of the 1958 county layout south of Rt. 111, and adequate roundings at all intersections.

- b) The Special Permit Granting Authority shall also require the reservation of strips of land, which shall not be built upon or used for any purpose except access to the remainder of the LOT, for future Urban Village STREETS in locations generally consistent with those shown on the Kelley's Corner Urban Village Concept Plan that is contained in the Kelley's Corner Business District Circulation Plan of February 1997, as set forth below:

- 1) The strips of land shall be 40 feet wide and shall be widened to 50 feet where they are located within 120 feet of Rt. 27 or Rt. 111, and there shall be adequate roundings at all intersections.
- 2) In approving the location of the Urban Village STREETS the Special Permit Granting Authority shall require the horizontal and vertical alignment of the Urban Village STREETS with existing STREETS, and adequate construction and grading easements to ensure proper and practical connections or continuations to existing or future Urban Village STREETS on adjacent LOTS.
- 3) If an Urban Village STREET will divide LOTS that are undivided at the time of the application for a Site Plan Special Permit, the Special Permit Granting Authority shall encourage a unified site design that integrates the Urban Village STREET as much as possible in the overall site plan. Except for setbacks from the Urban Village STREETS that are required for STRUCTURES and parking lots, zoning compliance shall be determined based on the undivided LOTS in existence at the time of the Site Plan Special Permit application.
- c) Where such additional STREET rights of way are reserved, the FLOOR AREA RATIO on the remaining land shall be calculated by including the rights of way to be granted in the DEVELOPABLE SITE AREA, including any easements granted previously for the same purpose.
- d) The Special Permit Granting Authority may require the conveyance of the STREET rights of way to the Town of Acton, subject to acceptance by Town Meeting. The Special Permit Granting Authority may impose appropriate conditions and require adequate surety to ensure compliance with this requirement.

- B. Insert a new section 5.6.3.7 as follows:

5.6.3.7 Urban Village Streets - The Special Permit Granting Authority may require the construction of the Urban Village STREETS, or portions thereof, in the STREET rights of way reserved for this purpose and

located on or adjacent to the LOT that is subject to the site plan special permit.

- a) The gravel bases and pavement layers used in the construction of the Urban Village STREETS shall conform with the typical structural section of the Town of Acton Subdivision Rules and Regulations.
- b) All Urban Village STREETS shall feature sidewalks, at least 8 feet wide, on at least one side as determined by the Special Permit Granting Authority.
- c) In all other respects the design of the Urban Village STREETS shall conform with said Subdivision Rules and Regulations to the extent possible and practical as determined by the Special Permit Granting Authority.
- d) When considering development plans, the Special Permit Granting Authority shall give due consideration to the integration of Urban Village STREETS with development sites to avoid duplication of travel lanes within and outside of parking lots, and generally to maximize the efficient and safe use of the sites.
- e) Urban Village STREETS shall be constructed to aligned horizontally and vertically to ensure proper and practical connections or continuations to existing or future Urban Village STREETS on adjacent LOTS.

C. Delete Section 5.6.3.5 in its entirety and replace with:

5.6.3.5 Public Infrastructure Funding Assistance - The Special Permit Granting Authority may require a contribution in the amount of \$2.50 per square foot of NET FLOOR AREA in excess of a FLOOR AREA RATIO 0.20. Said contribution shall be made to the Town of Acton for deposit into a fund to be used for the following purposes:

- a) The design and construction of new and expanded public STREET infrastructure improvements in the Kelley's Corner District and adjacent areas generally in accordance with the Kelley's Corner Urban Village Concept Plan, including the acquisition of necessary land, rights of way or easements and the payment of any debt incurred by the Town of Acton for such purposes.
 - 1) The contributions towards public STREET infrastructure may be waived or reduced to reflect the cost of new or expanded public STREET infrastructure, including the provision of Urban Village STREETS, that is provided by the owner in the course of site development or redevelopment in accordance with the Kelley's Corner Urban Village Concept Plan and approved by the Special Permit Granting Authority. No reductions shall be given for the construction of sidewalks and other pedestrian amenities required under this bylaw.

- b) The design and construction of a centralized wastewater collection, treatment and disposal system serving the Kelley's Corner District and other areas within the Town of Acton, including the acquisition of necessary land or easements, or for the payment of any debt incurred by the Town of Acton for such purposes.

- c) On any LOT where the FAR existing on or before April 1, 1996 exceeds 0.20, the contributions calculated pursuant this section shall be based on the difference between the existing NET FLOOR AREA and the proposed NET FLOOR AREA.

Note: Section 5.6.3.5 currently reads as follows:

5.6.3.5 Wastewater Infrastructure - The Site Plan Special Permit Granting Authority shall require a contribution in the amount of \$2.50 per square foot of NET FLOOR AREA in excess of FLOOR AREA RATIO 0.20. Said contribution shall be made to the Town of Acton for deposit into a fund to be used for the design and construction of a centralized wastewater collection, treatment and disposal system serving the Kelley's Corner District and other areas within the Town of Acton, including the acquisition of necessary land or easements, or for the payment of any debt incurred by the Town of Acton for such purposes. On any LOT where the FAR existing on or before April 1, 1996 exceeds 0.20, the contributions calculated pursuant this section shall be based on the difference between the existing NET FLOOR AREA and the proposed NET FLOOR AREA.

- D. In section 5.6.1, second paragraph, delete the third and last sentences and replace them with the following new sentences:

"In order to support the growth and vitality of the center, higher density developments are required to contribute to a fund for the construction of public street improvements and a centralized wastewater collection and treatment system serving the Kelley's Corner District and surrounding areas. The regulations are intended to implement the Kelley's Corner Specific Area Plan, June 1995, as amended, and the Kelley's Corner Business District Circulation Plan, February 1997, as amended.

The Kelley's Corner Business District Circulation Plan establishes a STREET hierarchy that designates Main Street (Route 27) and Massachusetts Avenue (Route 111) as Arterial STREETS and that also designates a number of Urban Village STREETS. It is one of the purposes of these provisions to ensure the future adequacy of the Arterial STREETS and to facilitate the creation of the Urban Village STREETS. The standards for site and building design features vary relative to their disposition to arterial and Urban Village STREETS. Although STREETS are generally exempt from the provisions of this zoning bylaw, the requirements set forth

herein shall apply to all land reserved for Urban Village STREETS, STREETS, and STREET improvements within the Kelley's Corner District."

Note: The third and last sentences of the second paragraph of section 5.6.1 currently read as follows: In order to support the growth and vitality of the center, higher density developments are required to contribute to a fund for the construction of a centralized wastewater collection and treatment system serving the Kelley's Corner District and surrounding areas. The regulations are intended to implement the Kelley's Corner Plan as amended.

or take any other action relative thereto.

Motion: Mr. Crosswell moves to take no action.

Motion To Take No Action Carries Unanimously

ARTICLE 42 KELLEY'S CORNER DISTRICT AMENDMENTS - SIDEWALKS AND BUILDING DESIGN

(2/3 Vote Required)

To see if the Town of Acton will vote to amend section 5 of the zoning bylaw as follows (Notes in italic print are not part of the article but are intended for explanation only):

A. Delete section 5.6.3.1 and replace it with the following new section:

5.6.3.1 The Sidewalk - Sidewalks shall be installed along the LOT'S FRONTAGE on a STREET or STREETS as follows:

- a) Along the FRONTAGE of the Arterial STREETS, sidewalks shall be at least 10 feet wide. They shall be separated from automobile travel lanes with an 8 foot wide buffer that is planted with shade trees generally at 40-45 foot intervals and with other landscaping elements. The buffer strips may also contain other STREET design elements and may consist in part of on-STREET vehicular parking spaces or bus and taxi loading areas.
- b) Along the FRONTAGE of at least one side of the Urban Village STREETS as determined by the Special Permit Granting Authority. Such sidewalks shall be at least 8 feet wide, but no buffer shall be required to the automobile travel lanes.
- c) All sidewalks shall be installed within the STREET layout or within easements reserved for all purposes for which STREETS and ways are used in the Town of Acton.
- d) All sidewalks shall be installed with concrete walking surfaces and vertical granite curbing. No bituminous concrete surface or curbing shall be allowed. The Special Permit Granting Authority may authorize surface inlays of other materials intended to create interesting designs in walking areas.

Note: Section 5.6.3.1 currently reads as follows:

5.6.3.1 The Sidewalk - A sidewalk shall be provided along the LOT'S FRONTAGE on a STREET or STREETS. The sidewalk shall be at least 10 feet wide. Sidewalks may be located wholly or partially within the STREET layout. The sidewalk shall be separated from the vehicular roadway with a landscaped buffer at least 10 feet wide, which shall consist of shade trees placed at 40-45 foot intervals and other landscaping or STREET design elements, and which may consist in part of on-STREET vehicular parking spaces.

B. Amend Section 5.6.3.4 as follows:

1. Delete section 5.6.3.4 a) in its entirety and replace it with a new section 5.6.3.4.a) as follows:

5.6.3.4 a) At least 60 percent of the FRONTAGE of a LOT facing an Arterial STREET, measured in percentage of linear feet of the LOT FRONTAGE, shall be occupied by BUILDINGS or by a pedestrian plaza that are located within 40 feet of the Arterial STREET sideline. For the purpose of this section the sidelines of Massachusetts Avenue (Rt. 111) shall be defined by its 1907 State Highway Layout, and the sidelines of Main Street (Rt. 27) shall be defined by its 1953 County Layout north of Rt. 111 and its 1958 County Layout South of Rt. 111. A reduction of this requirement to 50 percent of the FRONTAGE of a LOT may be allowed provided the Special Permit Granting Authority finds that the alternative design features are consistent with Section 5.6.1 of this Bylaw.

Note: Section 5.6.3.4 a) currently reads as follows, with proposed changes noted in bold and by use of strike-through:

- 5.6.3.4 a) At least 60 percent of the front side of a LOT facing a ~~STREET~~ [an Arterial STREET], measured in percentage of linear feet of the LOT FRONTAGE, shall be occupied by BUILDINGS or by a pedestrian plaza that are located within 40 feet of the ~~STREET~~ [Arterial STREET] sideline. [For the purpose of this section the sidelines of Massachusetts Avenue (Rt. 111) shall be defined by its 1907 State Highway Layout, and the sidelines of Main Street (Rt. 27) shall be defined by its 1953 County Layout north of Rt. 111 and its 1958 County Layout south of Rt. 111.] A reduction of this requirement to 50 percent of the front side of a LOT may be allowed provided the ~~Site Plan~~ Special Permit Granting Authority finds that the alternative design features are consistent with Section 5.6.1 of this Bylaw.
2. Delete the first sentence of sub-section 5.6.3.4 c) and replace it with:
"BUILDING facades facing Arterial STREETS or pedestrian plazas, and BUILDING facades facing Urban Village STREETS and situated within 30 feet

of such Urban Village STREETS are referred to herein as the BUILDING front(s) or front facade(s)."

Note: Sub-section 5.6.3.4 c) currently reads as follows, with proposed changes noted in bold and by use of strike-through:

BUILDING facades facing [Arterial] STREETS or pedestrian plazas [, and BUILDING facades facing Urban Village STREETS and situated within 30 feet of such Urban Village STREET are also referred to herein as the BUILDING front(s) or BUILDING front facade(s). Such BUILDING fronts shall have a vertical orientation, meaning either that the BUILDING shall actually have a greater height than width, or that the facades and roof lines of the BUILDING are designed to reduce the massing and bulk so that it appears as a group of smaller masses with a distinct vertical orientation.

3. In the last sentence of sub-section 5.6.3.4 d) insert the word "contiguous" between "50" and "feet".

Note: Sub-section 5.6.3.4 d) currently reads as follows, with proposed changes noted in bold: The BUILDING front facades shall be articulated to achieve a human scale and interest. The use of different textures, shadow lines, detailing and contrasting shapes is required. Not more than 50 [contiguous] feet of a BUILDING front shall be in the same vertical plane.

4. In section 5.6.3.4 n) delete the words "Two or three story BUILDINGS, or two or three story portions of a BUILDING" and replace them with:

"Multistory BUILDINGS, or multistory portions of a BUILDING".

Note: Sub-section 5.6.3.4 n) currently reads as follows, with proposed changes noted in bold and by use of strike-through: Roofs shall be gabled with a minimum pitch of 9/12 (9" vertical for every 12" horizontal) and have overhanging eaves of at least one foot. ~~Two or three story~~ [Multistory] BUILDINGS, or ~~two or three story~~ [multistory] portions of a BUILDING, may have a flat roof provided that the tops of the BUILDING front facades are treated with an articulated cornice, dormers, or other architectural treatment that appears an integral part of the BUILDING from all visible sides of the BUILDING.

or take any other action relative thereto.

Motion: Mr. Croswell moves to take no action.

Motion To Take No Action Carries Unanimously

ARTICLE 43 KELLEY'S CORNER DISTRICT AMENDMENTS - VEHICLE PARKING REQUIREMENTS

(2/3 Vote Required)

To see if the Town of Acton will vote to amend the zoning bylaw as set forth in this Article (Notes in italic print are not part of the article but are intended for explanation only):

- A. Delete section 5.6.3.3 in its entirety and replace it with:
- 5.6.3.3 Driveways and Parking Lots -
- a) Except as provided herein, the Special Permit Granting Authority shall require that vehicular ACCESS to all LOTS and parking areas be provided exclusively from Urban Village STREETS. If such ACCESS is not available, the Special Permit Granting Authority may allow one ACCESS driveway directly from an arterial STREET, until such time when vehicular ACCESS is available from an Urban Village STREET. In cases involving approval of a temporary vehicular ACCESS from an arterial STREET, the Special Permit Granting Authority shall require that the parking areas and interior driveways be designed to permit vehicular ACCESS from an Urban Village STREET, and that the arterial STREET ACCESS be closed as soon as vehicular ACCESS is available from an Urban Village STREET.
- b) No driveway or parking lot shall be located in the portion of a LOT that is directly in front of a BUILDING as seen from an Arterial STREET, whether or not the BUILDING is located on the same LOT as the driveway or parking lot, except that a driveway and parking lot may be located in the front of a BUILDING that is located in the rear of another BUILDING when viewed from an Arterial STREET. No driveways or parking lots shall be located between a pedestrian plaza and an Arterial STREET, nor shall any driveway or parking lot intersect or be mixed with a pedestrian plaza.
- c) Vehicular driveways and parking lots may be located to the side and rear of BUILDINGS or to the rear of a pedestrian plaza.
- d) In all other respects driveways and parking lots shall be designed in compliance with sections 6.9.3.5 and 6.9.3.6.

Note: Section 5.6.3.3 currently reads as follows, with proposed changes noted in bold and by use of strike-through:

5.6.3.3 Driveways and Parking Lots -

- a) Except as provided herein, the Site Special Permit Granting Authority shall require vehicular ACCESS to all LOTS and parking areas to be provided exclusively from Urban Village STREETS. If such access is not available, the Site Plan Special

Permit Granting Authority may allow one ACCESS driveway directly from an arterial STREET, until such time when ACCESS is available from an Urban Village STREET. In cases involving approval of a temporary ACCESS from an arterial STREET, the Site Plan Special Permit Granting Authority shall require the parking areas and interior driveways to be designed to permit ACCESS from an Urban Village STREET and closure of the arterial STREET ACCESS in the future. ab) No driveway or parking lot shall be located placed in the portion of a LOT that is directly in front of a BUILDING as seen from an Arterial STREET, whether or not the BUILDING is located on the same LOT as the driveway or parking lot, except that a driveway and parking lot may be located placed in the front of a BUILDING that is located in the rear of another BUILDING when viewed from an Arterial STREET. No driveways or parking lots shall be located between a pedestrian plaza and an Arterial STREET, nor shall any driveway or parking lot intersect or be mixed with a pedestrian plaza. bc) Vehicular driveways and parking lots may be located to the side and rear of BUILDINGS or to the rear of a pedestrian plaza. ed) In all other respects driveways and parking lots shall be designed in compliance with sections 6.9.3.5 and 6.9.3.6.

- B. Delete section 6.9.3.5 and replace it with the following new sections:

6.9.3.5 Design Requirements for Parking Lots - Off-STREET parking spaces, except parking spaces serving a single or two FAMILY residential USE, shall be either contained within a BUILDING or STRUCTURE or subject to the following requirements:

- a) Required parking spaces, ACCESS driveways, and interior driveways shall be provided and maintained with suitable grading, paved surfaces, adequate drainage, and landscaping as required in Section 6.9.3.6.
- b) ACCESS, interior and common driveways for two-way traffic shall be twenty four feet (24') wide. The ACCESS, interior and common driveways for one-way traffic shall be fourteen (14') feet wide.
- c) Set-Backs - Except where parking lots established in accordance with Section 6.9.3.4 cross over LOT lines, all parking spaces and paved surfaces other than ACCESS driveways or common driveways shall be set back a minimum of five (5) feet from any LOT lines. In addition, no parking spaces and paved surfaces other than ACCESS driveways or common driveways shall be located within the minimum front

yard set forth in the Table of Standard Dimensional Regulations or within 20 feet of an abutting residential zoning district.

6.9.3.6 Landscaping Requirements for parking lots - Parking lots shall include a landscaped area equal to a minimum of five percent (5%) of the area of the parking lot.

- a) Shade trees - One shade tree shall be provided for each two thousand (2000) square feet or less of pavement area. Each shade tree shall be from a deciduous species rated for U.S.D.A. Hardiness Zone 5 that is expected to reach at least 20 feet in height at maturity; be seven (7) feet in height with a trunk caliper size of at least 3/4 inches at the time of planting; and be surrounded by a landscaped area of one hundred square feet (100 sq. ft.) to accommodate the root system of the tree. Additional landscaping may be required by a Special Permit Granting Authority to better screen the parking lot from the STREET and adjacent USES.
- b) Perimeter Planting Strip - Parking lots adjacent to STREETS, sidewalks, paths or ACCESS driveways shall include a perimeter planting strip at least seven and one-half (7.5) feet wide. However, if the planting strip is protected from vehicular damage through the use of planting beds that are raised above the surface of the parking lot at least twelve (12) inches or through the use of bollards or balustrades, the width of the planting strip may be reduced to five (5) feet. Said planting strip shall feature a physical separation between the parking lot and adjacent ways of at least two and one-half (2.5) feet in height. This physical separation may be created through the use of plantings, walls, or fencing (other than chain link or smooth concrete) or a combination of plantings and fencing. No more than twenty percent (20%) of this perimeter planting strip shall be impervious.
- c) Plantings - Plantings for landscaped areas shall include a mixture of flowering and decorative deciduous and evergreen trees and shrubs and shall be planted with suitable ground cover.
- d) Sight Distance - All landscaping along any STREET FRONTAGE shall be placed and maintained so that it will not obstruct sight distance.
- e) Protection of Landscaped Areas - Landscaped areas shall be planted and protected in such a manner that the plantings will not be damaged by vehicles.
Note: Section 6.3.9.5 currently reads as follows:
6.9.3.5 Design Requirements and Landscaping - Off-STREET parking spaces, except spaces serving a single or two FAMILY residential USE, shall either be contained within a BUILDING or STRUCTURE, or be provided in accordance with the design requirements of Section 6.7 including all its subsections. In addition, no parking space or other paved surface, other than walkways and bike ways, shall be

located within 20 feet of an abutting residential zoning district.
or take any other action relative thereto.

Motion: Mr. Croswell moves to take no action.

Motion To Take No Action Carries Unanimously

ARTICLE 44 KELLEY'S CORNER DISTRICT AMENDMENTS - TRIP GENERATION AND FLOOR AREA LIMITS

(2/3 Vote Required)

To see if the Town of Acton will vote to amend the zoning bylaw as set forth in this Article:

- A. In section 3.9.1 delete the first two sentences and replace them with the following (Notes in italic print are not part of the article but are intended for explanation only):
"No PRINCIPAL USE which would have an anticipated average peak hour generation in excess of 1,000 vehicle trip ends or an average weekday or Saturday generation in excess of 7,500 vehicle trip ends shall be allowed. PRINCIPAL USES in the Kelley's Corner (KC) District shall be exempt from the forgoing limitation. In all zoning districts, any PRINCIPAL USE which would have an anticipated average peak hour generation in excess of 500 vehicle trip ends or an average weekday or Saturday generation in excess of 4,000 vehicle trip ends shall be required to receive a special permit from the Board of Selectmen."

Note: The first two sentences of section 3.9.1 currently read as follows, with proposed changes noted in bold: No PRINCIPAL USE which would have an anticipated average peak hour generation in excess of 1,000 vehicle trip ends or an average weekday or Saturday generation in excess of 7,500 vehicle trip ends shall be allowed. [PRINCIPAL USES in the Kelley's Corner (KC) District shall be exempt from the forgoing limitation. In all zoning districts,] Any PRINCIPAL USE which would have an anticipated average peak hour generation in excess of 500 vehicle trip ends or an average weekday or Saturday generation in excess of 4,000 vehicle trip ends shall be required to receive a special permit from the Board of Selectmen.

- B. Insert a new section 5.6.2.4 as follows:

5.6.2.4 Maximum Floor Area of Businesses and Industries - The maximum NET FLOOR AREA of a separately owned or operated business or industrial establishment shall not exceed 80,000 square feet.

or take any other action relative thereto.

Motion: Mr. Croswell moves to take no action.

Motion To Take No Action Carries Unanimously

ARTICLE 45 KELLEY'S CORNER DISTRICT AMENDMENTS - VARIABLE DENSITY PROVISIONS

(2/3 Vote Required)

To see if the Town of Acton will vote to amend section 5 of the zoning bylaw by inserting a new section 5.6.4 as follows:

5.6.4 Variable Density Provisions for the Kelley's Corner District.

5.6.4.1 Purpose - These provisions are intended to permit flexible density levels for individual LOTS in the Kelley's Corner District, while maintaining an overall ceiling on total NET FLOOR AREA. The purpose of allowing variable density levels is to permit further clustering of USES in a compact urban pattern, while limiting total traffic generation and providing for sufficient OPEN SPACE and off-STREET parking areas. The provisions set forth herein should be interpreted as permitting the Transfer of Development Rights within the Kelley's Corner District, and not as permitting an overall increase in the total amount of maximum development in the Kelley's Corner district.

5.6.4.2 Transfer of Development Rights within the Kelley's Corner District

- a) For a LOT in the Kelley's Corner District the Board of Selectmen may grant a Special Permit for the Transfer Development Rights to another LOT within the Kelley's Corner District. The effect of such Special Permit shall be to permit an increase in NET FLOOR AREA on a LOT above the total amount otherwise permitted by:

- (i) the applicable maximum FLOOR AREA RATIO set forth in the Table of Standard Dimensional Regulations, and
(ii) if applicable, any Certificate of Development Rights previously transferred to the LOT from within the Kelley's Corner District.

- b) Any such increase in NET FLOOR AREA on a LOT shall not result in a FLOOR AREA RATIO in excess of 0.80.

- c) Any such increase in NET FLOOR AREA shall be compensated by an equal reduction in the maximum NET FLOOR AREA permitted on another LOT in the Kelley's Corner District, from which such development rights are transferred.

- d) Any LOT that receives development rights in accordance with this section shall be subject to the requirements of section 5.6.3, including all its sub-sections.

5.6.4.3 Standards of Review - In deciding on the merits of a proposal for Transfer of Development Rights within the Kelley's Corner District, the Board of Selectmen shall consider the following criteria and objectives:

- a) Increased density on a LOT shall enhance the implementation of the Kelley's Corner Specific Area and

Business District Circulation Plans. Density increases hereunder shall be granted only where they are compatible with the Urban Village Concept envisioned in the aforementioned plans. The implementation of this provision shall facilitate the development of a viable and pedestrian-friendly business center at Kelley's Corner.

- b) The Transfer of Development Rights shall serve a public purpose on the LOT from which development rights are to be transferred, by providing vehicular parking, public open space, parks or playgrounds, additional buffers to abutting residential districts, or other amenities that are a benefit to the public.
- c) The Board of Selectmen shall grant a Special Permit hereunder only if it can make appropriate findings that the criteria and objectives of a) and b) are promoted by granting the transfer.

5.6.4.4 Administration

- a) Determination of Development Rights for Affected LOTS - Before granting a Special Permit under Section 5.6.4, the Board of Selectmen shall determine the Development Rights for all LOTS to be affected by the proposed transfer. The Special Permit shall specify the total development rights for each LOT, expressed in NET FLOOR AREA as computed in Section 10.4.3.8 of this Bylaw, less any Development Rights previously removed from such LOTS. The application for a Special Permit under this Section shall contain sufficient information to permit the Board of Selectmen's determination of the Development Rights that may be transferred.
- b) The Board of Selectmen shall require that upon transfer of the Development Rights authorized in its special permits, the owner of a LOT from which development rights have been removed, shall file with the Middlesex South District Registry of Deeds or the Land Court (as applicable) an irrevocable restrictive covenant, approved by the Board of Selectmen, running with the land, permanently restricting the development of the LOT. The covenant shall restrict the LOT by the amount of development rights transferred to another LOT, permitting only the amount of development rights that remain on the LOT, if any, all as specified in the Special Permit authorizing the transfer.
- c) Implementation of Transfer - Following the approval of a Special Permit under this Section, the applicant shall complete the transfer procedures set forth in Sections 5.4.4 and 5.4.5, except that the formulas in Section 5.4.4.2 shall not apply to transfers within the Kelley's Corner District.

or take any other action relative thereto.

Motion: Mr. Croswell moves to take no action.

Motion To Take No Action Carries Unanimously

Mr. Hunters Moves To Dissolve This Town Meeting at 10:19 P.M.

Motion Carries Unanimously

TELLERS for 1998
Annual Town Meeting
Jasmin Brandeis
Madeline Brown
William Cady
Ann Chang
Isabella Choate
Brewster Conant
Edward Ellis
Thomas Geagan
Carolyn Gray
Connie Huber
Charles Kadlec
Andrea Miller
Kimberly Powers
Peter Robinson
Charlene Sotolongo
Allen Warner
John Whittier

**ABSTRACT OF THE SPECIAL TOWN MEETING
HELD OCTOBER 5, 1998**

Number of registered voters attending Town Meeting 1211

The Moderator, Donald MacKenzie, called the meeting to order on Monday, October 5, 1998 at 7:02 PM. The meeting was held at the Acton Boxborough Regional High School auditorium.

Mr. MacKenzie introduced Wayne Friedrichs, Chairman of the Board of Selectmen. Mr. Friedrichs introduced the Town Clerk, Town Counsel, Town Manager and the members of the Board of Selectmen.

Mr. MacKenzie then introduced Thomas Mackey, Chairman of the Finance Committee. Mr. Mackey introduced the members of the Finance Committee.

After a brief summary of the rules and regulations of Town Meeting, Mr. MacKenzie explained that the School Committee had asked for a Special Town Meeting to be held on December 1, 1998 and the Selectmen had called for that meeting. Mr. MacKenzie advised that he would be out of the country on December 1st, therefore, a Moderator would have to be elected that night. He suggested that Richard O'Brien, Moderator for the Water District be elected to conduct this meeting.

The moderator then recognized Joshua Chernin of the Planning Board. Mr. Chernin informed the members of the Town Meeting that the Planning Board is working on a draft of the Master Plan. He explained that the Planning Board would hold two (2) meetings at the Town Hall on Thursday, October 22, 1998 and Tuesday, October 27, 1998 at 7:30PM to receive comments and suggestions from the community.

Mr. Friedrichs moves that the Town take up the 4 Articles as listed in the Consent Calendar on page 1 of the Warrant.

The moderator asked Mr. Kabakoff to give a brief explanation of why Article 7 was on the Consent Calendar. Mr. Kabakoff did so and the moderator read the Consent Calendar.

[Moderator calls individual Articles:]

Article 7** Supplemental Appropriation, NESWC

Article 8** Great Road Sidewalk Easement

Article 9** Arboretum Access Parcel

Article 10** Emergency Access Easement

Moderator asks that the Consent Calendar, now be passed.

Consent Calendar carries unanimously.

**ARTICLE 1 AMEND ACTON-BOXBOROUGH
REGIONAL AGREEMENT**

(Majority Vote Required)

To see if the Town will vote, subject to approval of an identical warrant article on or before November 1, 1998 by vote of a special town meeting of the Town of Boxborough (and not otherwise), to accept the amendments to the Acton-Boxborough Regional School District Agreement as recommended by the Regional School Committee, and to accept the provisions of General Laws, Chapter 71, Section 16B, fourth paragraph, providing for the Region's member towns to reallocate (but not to reduce) their contributions required under Chapter 70 of the General Laws, in accordance with the Regional Agreement, provided, however, that the allocation of costs under the amended Agreement, including without limitation any debt service on bonds of the district issued or authorized prior thereto, shall apply to assessments to the member towns for the fiscal years beginning on and after July 1, 1999.

NOTE: Ballot vote required!!

Motion:

Mrs. Stuntz moves that the Town approve the amended Acton-Boxborough Regional School District Agreement and accept the provisions of General Laws, Chapter 71, Section 16B, 4th paragraph, on the conditions set forth in the warrant article.

Motion Carries

Vote	YES 1034	NO 138	TOTAL 1172
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ARTICLE 2 SEWER ASSESSMENT BYLAW
(Majority Vote Required)

To see if the Town will vote to amend Chapter D 10 of the Bylaws of the Town by substituting the following provisions, or take any other action relative thereto:

D 10 Sewer System

1. Allocation of Cost of Sewer System. The entire cost of laying out, constructing and operating a system for the collection, treatment and disposal of sewage for all or any part of the Town shall be borne by the land benefited by such system, in accordance with the following provisions.
2. Assessment by Uniform Unit Method.
 - a. The Town, acting through its Sewer Commissioners, shall assess the owners of all land abutting any way in which there is a public sewer line constructed by the Town, by the uniform unit method, as authorized by G.L. c. 83 §15.

b. The Sewer Commissioners shall establish sewer assessment units, as follows:

(i) The owner of land used for a single family residence shall be assessed on the basis of one sewer unit. The owner of undeveloped land zoned for single family residential use shall be assessed on the basis of the maximum number of single family residences which may be constructed on such land as of right under the zoning requirements then in effect, without approval of the further subdivision of such land under the Subdivision Control Law.

(ii) The owner of land used for multi-family residential use, shall be assessed on the basis of .67 times the number of dwelling units presently existing on such land, provided each unit has fewer than three bedrooms as defined by Title V. Vacant land zoned for multi-family use shall be assessed on the basis of .67 times the maximum number of units which can be constructed as of right under the zoning then in effect, without approval of further subdivision of such land under the Subdivision Control Law. Multi-family units with three or more bedrooms shall be assessed on the basis of one sewer unit per dwelling unit. Each owner of a condominium or cooperative dwelling unit in a multi-family residential building shall be assessed only for his or her dwelling unit.

(iii) The owner of land used or zoned for business use, including land in the Village, Office, Business districts, except land in such districts actually used for residential or other purposes, shall be assessed on the basis of a number of sewer units calculated by multiplying the maximum floor area ratio (FAR) permitted as of right under the zoning requirements then in effect times the lot area and dividing the result by 4000, in accordance with the following formula.

$$\text{Number of Sewer Units} = \frac{\text{Maximum FAR} \times \text{Lot Area}}{4000}$$

(iv) The owner of land used or zoned for industrial use shall be assessed on the basis of a number of sewer units to be determined by the Sewer Commissioners, taking into account the expected daily sewage flow from such land based on Title V design flows.

(v) The owner of land used or zoned for other purposes not specified in the foregoing sections, including , but not limited to, institutional and non-profit uses, shall be assessed on the basis of a number of sewer units to be determined by the Sewer Com-

missioners, taking into account the expected daily sewage flow from such land based on Title V design flows.

3. User Fees for Land Not Subject to Assessment. The Sewer Commissioners shall establish just and reasonable fees for the use of the public sewer system by the owner of any land, including public land, not liable to assessment, which fee shall be based on the avoided cost of construction of sewage disposal facilities to serve such land.

4. Assessment Rates. The Sewer Commissioners shall establish the assessment rate for land within the Middle Fort Pond Brook sewer area, based on total construction costs for the sewerage system serving such area, including all costs of land acquisition, engineering and design, financing and construction, divided by the total number of existing and potential sewer units within such area. In establishing such rate, the Sewer Commissioners shall apportion the total construction costs between costs required to serve the Middle Fort Pond Brook area and costs required to serve future areas within the Town and shall assess owners within the Middle Fort Pond Brook area only such costs as are reasonably necessary to serve such area, after deducting any construction costs to be recovered pursuant to Section 3 from users of the system not subject to assessment.

5. Sewer Privilege Fees. The Sewer Commissioners may establish reasonable fees pursuant to G.L. c. 83, § 17 to cover costs of construction of common sewers and other facilities required to serve land not previously served by the sewer system and not previously assessed to the owner of such land. Any such fee shall be reduced to the extent the landowner pays such expenses, in accordance with G.L. c. 83, § 22.

6. Annual User Fees. The Sewer Commissioners may from time to time establish just and equitable annual user charges to cover the cost of maintenance, repairs and operation of the sewer system.

7. Rules and Regulations Concerning Sewer Assessments. The Sewer Commissioners may adopt such reasonable rules and regulations with respect to the calculation of sewer assessments or fees as may be necessary or appropriate to implement the provisions of this bylaw.

8. Applicability of General Laws. Except as provided herein or in any special legislation applicable to the Town, the provisions of the General Laws relative to the assessment, apportionment, division, re-assessment, abatement and collection of sewer assessments and to liens therefore and interest thereon shall apply to assessments made hereunder.

9. Rules and Regulations Concerning Use of Sewer System.
The Sewer Commissioners may establish rules and regulations concerning the use of the public sewer system, including but not limited to, rules and regulations prohibiting the deposit of any harmful or deleterious substance into the system, for regulating connections to the system and establishing civil penalties for violation of such rules.

Motion:

Mr. Hunter moves that the Town Bylaws be amended as set forth in the Article.

AMENDMENT TO ARTICLE 2

Mr. David J. Garrod moves to amend Sewer Assessment Bylaw, Section 4 (Assessment Rate) be deleted in its entirety and be replaced with the following:

The Sewer Commissioners shall establish the assessment rate for land within the Middle Fort Pond Brook Sewer District based on a proportion of the estimated total construction costs required to construct a sewerage system capable of serving the planned expanded area of 850,000 gallons per day (gpd). In establishing such rate, the Sewer Commissioners shall assess owners within the Middle Fort Pond Brook area only such costs as are reasonably necessary to serve such area. Said assessment rate shall be calculated as follows:

- 1 Through accepted engineering principles establish the total construction cost (**expcost**) for the planned expanded 850,000 gpd sewerage system.
- 2 Establish a proportionate cost (**propcost**) for the initial 250,000 gpd system in relation to the cost of the total system, using the formula **propcost = 25/85 * expcost**
- 3 Subtract from propcost the costs to be recovered pursuant to Section 3 from users of the system not subject to assessment giving **basecost**
- 4 Set assessed cost per sewer unit equal to basecost/number of sewer units in initial district

The difference between the actual construction cost of the initial 250,000 gpd system and propcost to be recovered in future years through assessments on land in the expanded 850,000 gpd district as the sewer system is expanded into the full district.

Amendment lost

ARTICLE 2 CONTINUED

AMENDMENT TO ARTICLE 2

MR. EDWARD FEDERMAN moves to amend Sewer Assessment Bylaw, Section 6 (Annual User Fees) be deleted in its entirety and replaced with the following:

The Sewer Commissioners shall from time to time establish just and equitable annual user charges to cover the cost of maintenance, repairs and operation of the sewer system. The cost per water unit to be set to a rate that will cover the entire costs of operation, maintenance and repair of a system operating at the full planned expanded capacity of 850,000 gallons per day (gpd). This will be the cost per water unit (adjusted for inflation) applied to users during the period from the introduction of the initial 250,000 gpd system until the full planned expanded capacity of 850,000 gpd is on line.

During this buildup period the remaining actual costs that offer benefits to the population primarily outside the initial district shall be borne by the Town until the expanded 850,000 gpd system is fully built and operational.

Amendment lost

Original Motion Carries

ARTICLE 3 MIDDLE FORT POND BROOK SEWER DISTRICT
(2/3 Vote Required)

To see if the Town will raise and appropriate, appropriate from available funds, or borrow the sum of \$7,000,000, or any other sum, in addition to the \$11,500,000 appropriated under article 18 of the warrant for the 1997 Annual Town Meeting, to be expended by the Town Manager for the purpose of financing the planning, design, and construction of sewers and wastewater treatment plant, or any portion thereof, for the Middle Fort Pond Brook Sewer District including, without limitation, all costs and any related expenses thereof as defined in Section 1 of Chapter 29C of the General Laws; or take any other action relative thereto.

Motion:

Mrs. Tavernier moves that the Town appropriate \$10,000,000 for the purpose of supplementing the Middle Fort Pond Brook Sewer District appropriation voted under Article 18 of the 1997 Annual Town Meeting, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$10,000,000 and issue bonds or notes therefor under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws; that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; and that the Town Manager is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary to carry out the project.

Motion Carries

Vote YES 387 NO 21 Total 408

Resolution:

Mr. Lewis proposes that there is a sense of the meeting that the project will not proceed unless the project receives a zero interest loan from the state or otherwise a low interest loan for this project.

This is a non-binding resolution.

Resolution carries.

Motion:

Mr. Sundberg moves to adjourn this Town meeting until October 6, 1998

Motion Is Lost

ARTICLE 4 SEWER BETTERMENT ASSESSMENT HOME RULE WARRANT PETITION (Majority Vote Required)

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact a special act relative to sewer betterment assessments in the Town of Acton substantially as follows, or take any other action relative thereto:

SECTION 1: Notwithstanding the provisions of any general or special law to the contrary, the board of assessors of the town of Acton may, and at the request of the owner of the land assessed, shall apportion all assessments for sewer projects in said town or unpaid balances thereof into a number of equal portions equal to the number of years for which bonds for such projects are issued; said equal portions may be further apportioned and collected by the town on the quarterly tax bills or a single tax bill at the option of the town; provided, however, the owners may pay the total amount due at any time.

SECTION 2: Notwithstanding the provisions of any general or special law to the contrary, the town of Acton is hereby authorized to charge interest on unpaid balance of sewer assessments at a rate equal to the net rate of interest chargeable to the town for the project to which the assessments relate.

SECTION 3. This Act shall take effect upon its passage.

Motion:

MS. TAVERNIER moves that the Selectmen are authorized to petition the General Court for an Act relative to sewer betterment assessments in the Town of Acton, substantially as printed in the Warrant.

Motion Carries Unanimously

ARTICLE 5 ZONING EXEMPTION FOR PUBLIC SEWER FACILITIES (2/3/ Vote Required)

To see if the Town will vote to amend the Acton Zoning Bylaw by deleting section 1.4 and replacing it with a new section 1.4 as follows:

- 1.4 **Applicability** - All LOTS and parcels of land in the Town of Acton and all BUILDINGS, STRUCTURES and other improvements thereon shall be subject to the regulations, restrictions and requirements established in this Bylaw. Except when specifically referred to or stated otherwise, this Bylaw shall not apply to STREETS, appurtenances and easements thereto, to railroad rights of way, or to any BUILDING, STRUCTURE or USE of land, including grading, filling, and excavating, which is associated with a public sewer collection system owned or operated by the Town of Acton, or take any other action relative thereto.

Motion:

Mr. Ashton moves that the zoning bylaw be amended as set forth in the article.

Motion Carries

Vote YES 100 No 5 Total 105

ARTICLE 6 FORECLOSED PROPERTY CLEANUP (Majority Vote Required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the sum of \$125,000, or any other sum, for assessment, containment and removal actions pursuant to General Laws Chapter 21E and the Massachusetts Contingency Plan, concerning the release or threat of release of oil or hazardous materials at or from the properties located at 28 Willow Street and 214 Central Street, Acton, formerly owned by Lawrence S. and Beverly A. Nichols, which the Town acquired by foreclosure of liens for unpaid taxes, or take any other action relative thereto.

Motion:

Mr. Friedrichs moves that the Town raise and appropriate \$125,000 to be expended by the Town Manager for the assessment, containment and removal of hazardous waste from prop-

erty located at 28 Willow Street/214 Central Street pursuant to the provisions of General Laws, Chapter 21E and the Massachusetts Contingency Plan.

Motion Carries Unanimously

ARTICLE 7 SUPPLEMENTAL APPROPRIATION, NESWC**

(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$400,000, or any other sum, for the purpose of solid waste disposal, or take any other action relative thereto.

Consent Motion:

Mr. Kabakoff moves that the Town appropriate \$400,000 for the purpose of supplementing the NESWC appropriation made under Article 15 of the April 6, 1998 Annual Town Meeting, and to raise such amount \$400,000 be transferred from the NESWC Enterprise Fund.

Consent Motion Carries Unanimously

ARTICLE 8 GREAT ROAD SIDE WALK EASEMENT**
(Majority Vote Required)

To see if the Town will vote to accept as a gift from Gloria W. Palmer of 352 Great Road, Acton, Trustee of Palmer Family Realty Trust and Skyline Realty Trust, an easement for sidewalk purposes located at 346-352 Great Road, or take any other action relative thereto.

Consent Motion

Mr. Ashton moves in the words of the Article.

Consent Motion Carries Unanimously

ARTICLE 9 ARBORETUM ACCESS PARCEL**
(Majority Vote Required)

To see if the Town will vote to accept as a gift from Nancy B. Bursaw of 23 Newtown Road, Acton, land shown as Parcel A on a subdivision plan entitled "Definitive Plan of Concord Place in Acton Mass.", dated November 24, 1997 and approved by the Planning Board with conditions in decision #98-3, dated April 13, 1998, or take any other action relative thereto.

Consent Motion:

Mr. Ashton moves in the words of the Article

Consent Motion Carries Unanimously

ARTICLE 10 EMERGENCY ACCESS EASEMENT**
(Majority Vote Required)

To see if the Town will vote to accept as a gift from Rosemary Nicholson, of 76 Strawberry Hill Road, Acton, and Anthony and Catherine Venier, of 88 Strawberry Hill Road, Acton, an easement for emergency access purposes between 76 Strawberry Hill Road and Davis Road as shown on plans entitled "Easement Plan of Land in Acton, Mass., owned by Rosemary Nicholson", dated October 23, 1997, and "Bellows Farm Phase IV Revised, Acton, Massachusetts, Definitive Subdivision Plan, Planned Conservation Residential Community", dated April 1997, or take any other action relative thereto.

Consent Motion: Mr. Kabakoff moves in the words of the Article

Consent Motion Carries Unanimously

Mr. Friedrichs moves to dissolve this Town Meeting at 11:20 P.M.

Motion Carries Unanimously

Tellers Special Town Meeting October 5, 1998

Marjorie Brown
William Cady
Ann Chang
Isabella Choate
Brewster Conant
Edward Ellis
Cornelia Huber
Charles Husbands
Charles Kadlec
Andrea Miller
Elizabeth Perry
Kimberly Powers
Loretta Roscoe
Jean Schmelzer
Corinne Steinhilper
Anamari Uriarte

ABSTRACT OF THE SPECIAL TOWN MEETING HELD DECEMBER 1, 1998

Number of registered voters attending Town Meeting
1,677

In the absence of the Moderator, Don MacKenzie, the Town Clerk called the meeting to order at 7:03 PM. The first order of business was to elect a Moderator for the Special Town Meeting. The Town Clerk advised that the warrant had been properly posted and then called for nominations to elect a Moderator.

Motion: Mr. Friedrichs moves to nominate Richard P. O'Brien, nomination seconded and nominations are closed.

Motion Carries, Mr. O'Brien elected Moderator.

The Town Clerk swore Mr. O'Brien in as Moderator for this Special Town Meeting.

Mr. O'Brien explained that Mr. MacKenzie, the Town Moderator, was out of the country and he would try to fill Mr. MacKenzie's shoes. The Moderator explained that this Town Meeting is not a typical meeting, because it is dealing with three (3) articles all of which relate to schools. The Moderator then gave a brief description of the rules and regulations of Town Meeting.

The Moderator recognized Micki Williams of the League of Women Voters.

Motion: Mrs. Williams moves that speakers to the motion, except for presenters, be limited to speak for five (5) minutes. This is intended to allow time for first time speaker to speak to the motion.

Motion Carries

Motion: Mr. Cady moves that secret ballot be cast for articles one (1) and article two (2).

Motion Carries

The Moderator then introduced Mr. Thomas Mackey, Chairman of the Finance Committee.

Mr. Mackey gave a presentation from the Finance Committee noting that we were gathered to discuss the largest financial decisions that Acton has considered.

Mr. O'Brien, the Moderator, then asked John Murray, Assistant Town Manager, to go to the auditorium to be the Assistant Moderator for the approximate 400 registered voters who were there.

The Finance Committee members were introduced by Mr. Mackey. The Moderator then introduced Jesse Liberty of the School Committee to give background information. Mr. Liberty introduced Lees Stuntz of the School Committee. Mrs. Stuntz introduced the others members of the Acton School Committee. Mrs. Stuntz then asked the people who worked on the school building proposals to stand and be recognized, they were applauded by the audience. Mrs. Stuntz and Mr. Liberty gave a presentation on the three warrant articles. Mr. O'Brien introduced Mr. Wayne Friedrichs, Chairman of the Board of Selectmen. Mr. Friedrichs introduced the Board of Selectmen.

After several presentations by other board members and residents, the Moderator read Article 1

ARTICLE 1 LOCAL SCHOOL CONSTRUCTION AND REMOVAL

(Requires 2/3 vote)

To see if the Town will vote to appropriate \$21,350,000, or any other sum of money, for constructing, originally equipping and furnishing a new twin elementary school as well as for the removal of McCarthy-Towne School building from school use including costs incidental and related thereto, and to determine whether to raise this appropriation by borrowing or otherwise, or to take any other action relative thereto.

MOTION:

Mr. Liberty moves that \$21,350,000 be appropriated for constructing, originally equipping and furnishing a new twin elementary school and for the removal of the McCarthy-Towne School, from school use, including costs incidental and related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$21,350,000 under Chapter 44 of the General Laws or Chapter 645 of the Acts of 1948 as amended; that the Board of Selectmen is authorized to petition the General Court for an act to permit the first principal payment on such borrowing to be not later than five (5) years from the date of issue and the last principal payment to be not later than twenty-five years from the date of issue; and that the School Committee is authorized to take any other action necessary to carry out these projects, provided, however, that no debt may be incurred under this vote, except for up to \$1,250,000 as to the new elementary school construction project for planning and other preliminary expenses, until the State Department of Education has included the Town's application for a state school construction grant as to the project on its list of completed project applications, showing the priority assigned, and provided that this vote shall not take effect with respect to the project until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, (21C (Proposition 2 1/2) amounts required to pay the principal of and interest on the borrowing authorized by this vote for such project.

Motion Carries

Vote 1571 Yes 1184 No 387

ARTICLE 2 ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT CONSTRUCTION AND RENOVATION

(2/3 Vote Required)

To see if the Town will approve the amount of \$19,100,000 debt authorized by the Acton-Boxborough Regional School District Committee, for constructing an addition or additions to the R. J. Grey Junior High School and for remodeling or making extraordinary repairs to the existing structure, including costs incidental and related thereto, or to take any other action relative thereto.

MOTION:

Mrs. Stuntz moves that the Town approve the amount of the \$19,100,000 debt authorized by the Acton-Boxborough Regional School District Committee, as allocated between Acton and Boxborough as set forth in the Acton-Boxborough Regional School District agreement approved on October 5, 1998, for constructing an addition or additions to the R.J. Grey Junior High School and for remodeling, reconstruction or making extraordinary repairs to the existing structure, including costs incidental and related thereto; that the Acton-Boxborough Regional School District Committee is authorized to petition the General Court for an act to permit the first principal payment on such borrowing to be not later than five (5) years from the date of issue and the last principal payment to be not later than twenty-five years from the date of issue; and that the Acton-Boxborough Regional School District Committee is authorized to take any other action necessary to carry out these projects, provided, however, that no debt may be incurred under this vote, except for up to \$1,150,000 as to the R.J. Grey Junior High School addition and renovation project for planning and other preliminary expenses, until the State Department of Education has included the Region's application for a state school construction grant as to the project on its list of completed project applications, showing the priority assigned and provided that this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L. c.59, 21C (Proposition 2 1/2) amounts required to pay the principal of and interest on the borrowing authorized by this vote for such project, and provided further that the Town of Boxborough approves a like article.

Motion Carries

Vote 1426 Yes 1126 No 336

ARTICLE 3 TRANSFER OF LAND

(2/3 Vote Required)

To see if the Town of Acton will vote to approve and authorize the conveyance by the Town of Acton to the Acton-Boxborough Regional School District of approximately 7 acres of land (excluding the land on which the Blanchard Auditorium is sited), more or less, in consideration of the conveyance by the Acton-Boxborough Regional School District to the Town of Acton of an equivalent number acres of land, more or less, or take any other action relative thereto.

MOTION:

Mrs. Stuntz moves that the Town authorize the Board of Selectmen to transfer to the Acton-Boxborough Regional School District, for purposes of constructing an addition to the regional junior high and for parking and related accessory uses, appurtenances, and necessary infrastructure, the fee or any other interest in land owned by the Town bounded by Massachusetts Avenue and Charter Road, in return for the conveyance by the Acton-Boxborough Regional School District to the Town of the fee or other interests in a commensurate area of land owned by the Regional School District northeasterly of the Merriam School, for Town purposes, all as the Town and the Acton-Boxborough Regional School District agree; intending hereby to authorize the Board of Selectmen to take all actions necessary or appropriate to permit the construction of an addition to the regional junior high school, as authorized under Article 2.

Motion Carries

VOTE 122 Yes 110 No 12

Mr. Friedrichs moves dissolve the Special Town Meeting at 10:20PM

Motion Carries

Tellers
Edward Adelman
Jeff Bergat
Bill Cady, Head Teller
Ann Chang
Isabelle Choate
Edward Ellis

Deena Ferrara
Robert Ferrara
Eldon Fisher
Carolyn Gray
Charles Husbands
Charles Kadlec
Andrea Miller

TOWN ELECTIONS AND STATISTICS

ANNUAL TOWN ELECTION MARCH 31, 1998

VOTE COUNT		PCT 1	PCT 2	PCT 3	PCT4	PCT5	TOTAL	%
Machine	09:00 AM	57	79	97	87	77	397	3%
	11:00 AM	113	198	187	138	137	773	7%
	02:00 PM	178	294	343	248	260	1323	12%
	04:00 PM	203	326	406	286	331	1552	13%
	6:00PM	286	440	544	400	425	2095	18%
Machine Total	Final	335	522	724	500	507	2588	23%
Rejected		2	1		1		4	
Total Voted		337	523	724	500	508	2592	23%

Total Number Registered Voters— 2181 2324 2317 2287 2391 11500

MODERATOR

Blanks	48	65	74	55	68	310	12%
Donald Mackenzie	288	458	649	439	439	2273	88%
Scattered	1	0	1	6	1	9	0%
Total	337	523	724	500	508	2592	100%

SELECTMAN (2)

Blanks	165	180	267	221	191	1024	20%
Herman Kabakoff	163	298	370	270	310	1411	27%
Stephen M. Aronson	115	232	271	171	176	965	19%
Peter K. Ashton	230	336	537	337	334	1774	34%
Scattered	1	0	3	1	5	10	0%
Total	674	1046	1448	1000	1016	5184	100%

SCHOOL COMMITTEE (2)

Blanks	97	109	148	130	111	595	11%
Nancy H. Banks	115	210	341	213	208	1087	21%
Alice (Micki) Williams	124	247	271	195	247	1084	21%
Michael J. Coppolino	166	241	331	237	216	1191	23%
Jesse Liberty	171	239	356	224	234	1224	24%
Scattered	1	0	1	1	0	3	0%
Total	674	1046	1448	1000	1016	5184	100%

TRUSTEE, MEMORIAL LIBRARY

Blanks	77	114	173	113	141	618	24%
David W. Didriksen	259	405	549	382	367	1962	76%
Scattered	1	4	2	5	0	12	0%
Total	337	523	724	500	508	2592	100%

ACTON HOUSING AUTHORITY

Blanks	142	200	294	218	197	1051	41%
Joseph M. Nagle	126	209	230	125	132	822	32%
Robert B. Whittlesey	68	114	199	154	177	712	27%
Scattered	1	0	1	3	2	7	0%
Total	337	523	724	500	508	2592	100%

Question 1

Shall Sections 4-1,4-2,5-3,5-4, 6-2,6-3,
And 7-7 Of The Acton Town Charter
Be Amended As Unanimously Voted
Under Article 28 Of The Warrant for
1997 ATM

Blanks	67	109	147	110	110	543	21%
Yes	251	364	516	354	363	1848	71%
No	19	50	61	36	35	201	0%
Total	337	523	724	500	508	2592	100%

WATER SUPPLY DIST.

MODERATOR

Blanks	80	110	173	109	125	597	23%
Richard O'Brien	255	413	551	386	383	1988	77%
Scattered	2	0	0	5	0	7	0%
Total	337	523	724	500	508	2592	100%

WATER SUPPLY DIST.

COMMISSIONER

Blanks	88	121	193	114	134	650	25%
Ronald R. Parenti	246	402	531	383	373	1935	75%
Scattered	3	0	0	3	1	7	0%
Total	337	523	724	500	508	2592	100%

CLERK

Blanks	80	117	180	111	135	623	24%
Jane A. Cutler	255	406	544	388	373	1966	76%
Scattered	2	0	0	1	0	3	0%
Total	337	523	724	500	508	2592	100%

STATE PRIMARY ELECTION SEPTEMBER 15,1998

		Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Total	%
Vote Count	9:00AM	88	123	104	93	106	514	4.5%
	11:00AM	162	218	201	164	202	746	6.6%
	2:00PM	223	302	300	241	323	1389	12.2%
	4:00PM	286	392	410	435	335	1858	16.4%
	6:00PM	405	546	602	475	577	2605	22.9%
Sub Total (Poll Final) 8:00pm		492	648	699	570	668	3077	27.1%
Hand Count				2			2	
Total		492	648	701	570	668	3079	27.1%
Total Number Of								
Registered Voters		2085	2309	2314	2271	2377	11356	
Percent Voted By Precinct		23.6%	28.1%	30.3%	25.1%	28.1%	27.1%	

	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Total	%
DEMOCRATIC BALLOT							
GOVERNOR (1)							
Blanks	2	4	5	6	7	24	1.2%
Brian J. Donnelly	23	25	36	24	39	147	7.5%
Scott Harshbarger	171	220	229	188	232	1040	53.3%
Patricia McGovern	114	142	166	149	167	738	37.8%
Write-In	1	0	0	1	2	4	0.2%
Total	311	391	436	368	447	1953	100%
LT. GOVERNOR (1)							
Blanks	57	86	93	89	91	416	21.3%
Dorothy A. Kelly Gay	129	138	148	135	142	692	35.4%
Warren E. Tolman	125	167	195	143	212	842	43.1%
Write-In	0	0	0	1	2	3	0.2%
Total	311	391	436	368	447	1953	100%
ATTORNEY GENERAL (1)							
Blanks	8	12	16	11	14	61	3%
Lois G. Pines	176	166	246	184	205	977	50%
Thomas F. Reilly	127	213	174	173	228	915	47%
Write-In	0	0	0	0	0	0	0%
Total	311	391	436	368	447	1953	100%
SECRETARY OF STATE							
Blanks	94	123	149	116	138	620	31.7%
William Francis Galvin	217	268	287	252	309	1333	68.3%
Write-In	0	0	0	0	0	0	0%
Total	311	391	436	368	447	1953	100%
TREASURER							
Blanks	100	136	155	128	145	664	34%
Shannon P. O'Brien	211	255	281	240	302	1289	66%
Write-In	0	0	0	0	0	0	0%
Total	311	391	436	368	447	1953	100%
AUDITOR							
Blanks	94	125	154	129	153	655	33.5%
A. Joseph DeNucci	216	266	281	238	294	1295	66.3%
Write-In	1	0	1	1	0	3	0.2%
REP. IN CONGRESS							
Blanks	51	87	86	54	71	349	17.9%
Martin T. Meehan	259	304	349	313	376	1601	82.0%
Write-In	1	0	1	1	0	3	0.2%
Total	311	391	436	368	44	1953	100.0%
COUNCILLOR (1)							
Blanks	86	125	184	146	140	681	34.9%
Ginny Allan	78	74	70	75	90	387	19.8%
Garrett J. Barry	11	14	5	9	21	60	3.1%
John W. Costello	34	36	33	26	47	176	9.0%
Marilyn Petitto Devaney	23	24	21	25	30	123	6.3%
Leonard H. Golder	32	57	40	30	44	203	10.4%
Howard I. Goldstein	13	21	23	15	26	98	5.0%

	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Total	%
Ruth E. Nemzoff	25	20	35	29	24	133	6.8%
Francis T. Talty	9	19	19	13	23	83	4.2%
Write-In	0	1	6	0	2	9	0.5%
Total	311	391	436	368	447	1953	100.0%

SENATOR IN GEN COURT

Blanks	79	96	110	73	105	463	23.7%
Robert A. Durand	232	295	323	295	342	1487	76.1%
Write-In	0	0	3	0	0	3	0.2%
Total	311	391	436	368	447	1953	100.0%

REP. IN GEN COURT

Blanks	51	82	68	50	67	318	16.3%
Pamela P. Resor	255	3056	364	314	377	1616	82.7%
Write-In	5	3	4	4	3	19	1.0%
Total	311	391	436	368	447	1953	99.0%

DISTRICT ATTORNEY

Blanks	34	56	81	58	65	294	15.1%
Martha Coackly	178	195	228	202	233	1,036	53.0%
Timothy R. Flaherty	43	59	62	56	66	286	14.6%
Michael A. Sullivan	56	81	64	52	83	336	17.2%
Write-In	0	0	1	0	0	1	0.1%
Total	311	391	436	468	447	1,953	100.0%

SHERIFF

Blanks	85	102	145	109	128	569	29.1%
James V. DiPaola	144	174	185	184	215	902	46.2%
Edward J. Kennedy, Jr.	80	115	101	75	104	475	24.3%
Total	311	391	436	368	447	1,953	100.0%

REPUBLICAN BALLOT

GOVERNOR

Blanks	2	0	4	4	3	13	1.2%
Argeo Paul Cellucci	116	162	147	136	144	705	62.8%
Joseph D. Malone	62	95	111	62	74	404	36.0%
Write-In	0	0	1	0	0	1	0.1%
Total	180	257	263	202	221	1123	100.0%

LT. GOVERNOR

Blanks	13	28	19	23	24	107	9.5%
Janet E. Jeghelian	65	102	107	66	85	425	37.8%
Jane Maria Swift	102	127	137	112	112	590	52.5%
Write-In	0	0	0	1	0	1	0.1%
Total	180	257	263	202	221	1,123	100.0%

ATTORNEY GENERAL

Blanks	44	77	66	51	56	294	26.2%
Brad Bailey	135	175	197	151	164	822	73.2%
Write-In	1	5	0	0	1	7	0.6%
Total	180	257	263	202	221	1,123	100.0%

	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Total	%
SECRETARY OF STATE							
Blanks	47	100	73	57	62	339	30.2%
Dale C. Jenkins	132	157	190	145	159	783	69.7%
Write-In	1	0	0	0	0	1	0.1%
Total	180	257	263	202	221	1,123	100.0%
TREASURER							
Blanks	46	96	77	60	57	336	29.9%
Robert A. Maginn	133	161	185	141	164	784	69.8%
Write-In	1	0	1	1	0	3	0.3%
Total	180	257	263	202	221	1,123	100.0%
AUDITOR							
Blanks	46	97	76	58	62	339	30.2%
Michael T. Duffy	133	160	187	144	159	783	96.7%
Write-In	1	0	0	0	0	1	0.1%
Total	180	257	263	202	221	1,123	100.0%
REP IN CONGRESS(1)							
Blanks	49	91	81	58	59	338	30.1%
David E. Coleman	131	165	181	144	161	782	69.6%
Write-In	0	1	1	0	1	3	0.3%
Total	180	257	263	202	221	1,123	100.0%
COUNCILLOR (1)							
Blanks	52	109	86	65	66	378	33.7%
John Henry Dejong	128	148	174	137	154	741	66.0%
Write-In	0	0	3	0	1	4	0.4%
Total	180	257	263	202	221	1,123	100.0%
SENATOR IN GEN COURT (1)							
Blanks	49	91	82	59	62	343	30.5%
William M. Monnie	131	166	181	143	159	780	69.5%
Write-In	0	0	0	0	0	0	0.0%
Total	180	257	263	202	221	1,123	100.0%
REP. IN GEN COURT (1)							
Blanks	39	54	44	39	39	215	19.1%
Dean J. Cavarette	139	203	217	161	182	902	80.3%
Write-In	2	0	2	2	0	6	0.5%
Total	180	257	263	202	221	1,123	100.0%
DISTRICT ATTORNEY							
Blanks	47	102	89	57	63	358	31.9%
Lee Johnson	132	155	173	144	158	762	67.9%
Write-In	1	0	1	1	0	3	0.3%
Total	180	257	263	202	221	1123	100.0%
SHERIFF							
Blanks	168	252	257	198	203	1078	96.0%
Write-In	12	5	6	4	18	45	4.0%
Total	180	257	263	202	221	1123	100.0%

	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Total	%
REFORM PARTY BALLOT							
GOVERNOR							
Blanks	0	0	0	0	0	0	0.0%
Write-In	1	0	2	0	0	3	100.0%
Total	1	0	2	0	0	3	100.0%
LT. GOVERNOR							
Blanks	0	0	0	0	0	0	0.0%
Write-In	1	0	2	0	0	3	100.0%
Total	1	0	2	0	0	3	100.0%
ATTORNEY GENERAL							
Blanks	0	0	0	0	0	0	0.0%
Write-In	1	0	2	0	0	3	100.0%
Total	1	0	2	0	0	3	100%
SECRETARY OF STATE							
Blanks	0	0	0	0	0	0	0.0%
Write-In	1	0	2	0	0	3	100.0%
Total	1	0	2	0	0	3	100.0%
TREASURER							
Blanks	0	0	0	0	0	0	0.0%
Write-In	1	0	2	0	0	3	100.0%
Total	1	0	2	0	0	3	100.0%
AUDITOR							
Blanks	0	0	0	0	0	0	100.0%
Write-In	1	0	2	0	0	3	100.0%
Total	1	0	2	0	0	3	200.0%
REP. IN CONGRESS (1)							
Blanks	0	0	0	0	0	0	0.0%
Write-In	1	0	2	0	0	3	100.0%
Total	1	0	2	0	0	3	100.0%
COUNCILLOR (1)							
Blanks	0	0	0	0	0	0	0.0%
Write-In	1	0	2	0	0	3	100.0%
Total	1	0	2	0	0	3	100.0%
SENATOR IN GEN COURT (1)							
Blanks	0	0	1	0	0	1	33.3%
Write-In	1	0	1	0	0	2	66.7%
Total	1	0	2	0	0	3	100.0%
REP. IN GEN COURT(1)							
Blanks	0	0	0	0	0	0	0.0%
Write-In	1	0	2	0	0	3	100.0%
Total	1	0	2	0	0	3	100%

	PCT 1	PCT. 2	PCT. 3	PCT. 4	PCT. 5	TOTAL	%
DISTRICT ATTORNEY							
Blanks	0	0	0	0	0	0	0.0%
Write-In	1	0	2	0	0	3	100.0%
Total	1	0	2	0	0	3	
SHERIFF							
Blanks	0	0	1	0	0	1	33.3%
Write-In	1	0	1	0	0	2	66.7%
Total	1	0	2	0	0	3	100.0%

STATE ELECTION NOVEMBER 3, 1998

Precinct Tally		Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Total	%
Vote Count	10:00AM	310	392	369	377	393	1841	0.16
	12:00 AM	516	648	588	542	567	2861	0.25
	1:00PM	618	779	745	717	716	3575	0.31
	3:00PM	710	905	906	858	918	4297	0.37
	5:00PM	860	1069	1102	1053	1136	5220	0.45
Sub Total (Poll Final)	8:00PM	1327	1609	1648	1593	1667	7844	0.68
Hand Count		2	7	1	0	0	10	0.00
Total		1329	1616	1649	1593	1667	7854	0.68
Number Of Registered Voters		2127	2346	2329	2325	2428	11555	1.00
Percent Voted By Precinct		0.6	0.7	0.7	0.7	0.7	0.7	0.68
Governor And Lieutenant Gov								
Blanks		25	33	26	18	39	141	0.02
Cellucci And Swift		672	836	815	796	790	3909	0.50
Harshbarger And Tolman		601	730	777	754	813	3675	0.47
Cook And Israel		31	16	31	23	23	124	0.02
Scattered		0	1	0	2	2	5	0.00
Total		1329	1616	1649	1593	1667	7854	1.00
Attorney General (1)								
Blanks		61	77	88	73	95	394	0.05
Brad Bailey		519	605	541	539	548	2752	0.35
Thomas F. Reilly		748	934	1019	980	1024	4705	0.60
Scattered		1	0	1	1	0	3	0.00
Total		1329	1616	1649	1593	1667	7854	1.00
Secretary Of State								
Blanks		101	133	142	131	141	648	0.08
William Francis Galvin		769	912	991	973	1020	4665	0.59
Dale C. Jenkins, Jr		401	512	450	406	435	2204	0.28
David L. Atkinson		58	57	66	83	71	335	0.04
Scattered		0	2	0	0	0	2	0.00
Total		1329	1616	1649	1593	1667	7854	1.00
Treasurer								
Blanks		92	125	124	137	134	612	0.08
Bob Maginn		536	690	624	587	596	3033	0.39
Shannon P. O'Brien		660	765	861	810	896	3992	0.51
Merton B. Baker		41	36	39	57	41	214	0.03
Scattered		0	0	1	2	0	3	0.00
Total		1329	1616	1649	1593	1667	7854	1.00

Precinct Tally	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Total	%
Auditor							
Blanks	106	141	143	167	161	718	0.09
A. Joseph DeNucci	677	783	852	840	891	4043	0.51
Michael T. Duffy	449	589	530	470	511	2549	0.32
Carla A. Howell	96	103	124	115	104	542	0.07
Scattered	1	0	0	1	0	2	0.00
Total	1329	1616	1649	1593	1667	7854	1.00
Rep. In Congress							
Blanks	59	59	77	65	78	338	0.04
Martin T. Meehan	891	1064	1128	1123	1155	5361	0.68
David E. Coleman	379	492	443	405	434	2153	0.27
Scattered	0	1	1	0	0	2	0.00
Total	1329	1616	1649	1593	1667	7854	1.00
Councillor (1)							
Blanks	211	290	315	281	317	1414	0.18
John Henry Dejong	498	645	552	547	550	2792	0.36
Marilyn Petitto Devaney	616	681	781	764	799	3641	0.46
Scattered	4	0	1	1	1	7	0.00
Total	1329	1616	1649	1593	1667	7854	1.00
Senator In Gen Court							
Blanks	106	115	126	136	127	610	0.08
Robert A. Durand	787	973	1033	1035	1096	4924	0.63
William M. Monnie	434	528	490	422	444	2318	0.30
Scattered	2	0	0	0	0	2	0.00
Total	1329	1616	1649	1593	1667	7854	1.00
Rep. In Gen Court							
Blanks	46	46	62	42	57	253	0.03
Pamela P. Resor	780	908	944	934	999	4565	0.58
Dean J. Cavaretta	503	661	642	617	611	3034	0.39
Scattered	0	1	1	0	0	2	0.00
Total	1329	1616	1649	1593	1667	7854	1.00
District Attorney (1)							
Blanks	117	150	166	158	167	758	0.10
Martha Coakley	788	916	981	960	1001	4646	0.59
Lee Johnson	424	550	501	475	498	2448	0.31
Scattered	0	0	1	0	1	2	0.00
Total	1329	1616	1649	1593	1667	7854	1.00
Sheriff							
Blanks	446	564	608	530	560	2708	0.34
James V. DiPaola	875	1042	1030	1052	1098	5097	0.65
Scattered	8	10	11	11	9	49	0.01
Total	1329	1616	1649	1593	1667	7854	1.00
Question One							
Blanks	72	88	127	93	84	464	0.06
Yes	882	1104	1084	1093	1160	5323	0.68
No	375	424	438	407	423	2067	0.26
Total	1329	1616	1649	1593	1667	7854	1.00

Precinct Tally	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Total	%
Question Two							
Blanks	74	100	94	109	106	483	0.06
Yes	878	1070	1136	1079	1141	5304	0.68
No	377	446	419	405	420	2067	0.26
Total	1329	1616	1649	1593	1667	7854	1.00
Question Three							
Blanks	60	86	103	105	95	449	0.06
Yes	1125	1354	1307	1256	1369	6411	0.82
No	144	176	239	232	203	994	0.13
Total	1329	1616	1649	1593	1667	7854	1.00
Question Four							
Blanks	56	84	81	83	84	388	0.05
Yes	937	1044	1083	1069	1144	5277	0.67
No	336	488	485	441	439	2189	0.28
Total	1329	1616	1649	1593	1667	7854	1.00
Total	1329	1616	1649	1593	1667	7854	100.00%

QUESTION 1

PROPOSED AMENDMENT TO THE CONSTITUTION

Do you approve of the adoption of an amendment to the constitution summarized below, which was approved by the General Court in joint sessions of the two houses on July 29, 1996 (yeas 127 - nays 65); and again on June 9, 1998 (yeas 149 - nays 41)?

SUMMARY

This proposed constitutional amendment would prohibit the state Legislature from changing the base compensation received by members of the Legislature as of January 1, 1996, as of the Wednesday in January of 2001, and every second year thereafter, the base compensation would be increased or decreased at the same rate as increases or decreases in the median household income for the Commonwealth for the preceding two-year period, as ascertained by the Governor.

A YES VOTE would prohibit state legislators from changing their base pay and instead would adjust that pay according to change in median household income

A NO VOTE would make no change in the method for setting legislators' base pay.

QUESTION 2

LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no

vote was taken by the Senate or the House of Representatives before May 6, 1998?

SUMMARY

This proposed law would create a new voluntary system allowing candidates for state office who agree to campaign spending limits and \$100 contribution limits to receive a set amount of public funds for their campaigns, starting with the 2002 election. The proposed law would also limit transfers of money from national political parties to state political parties for administrative, overhead, or party-building activities. It would also require candidates for state office who had raised or spent at least a set minimum amount in an election cycle to file their required campaign finance reports with the state electronically, and the public would have prompt electronic access to such reports.

The new funding system would replace the existing system of limited public financing of campaigns for statewide office. To participate in the new system, a candidate would have to raise a minimum number of contributions from registered voters in the relevant district, as follows: Governor, 6000; Lt. Governor, Attorney General or Treasurer, 3000; Secretary of State or Auditor, 2000; Executive Councilor, 400; State Senator, 450; State Representative, 200. Such contributions would have to be between \$5 and \$100 and be collected during a limited period: for statewide candidates beginning on August 1 of the year before the election, for other candidates beginning on January 1 of the election year, and for all candidates ending on the last day to file nomination papers with the Secretary of State.

For any election, a participating candidate could not accept contributions of more than \$100 from any person or political

committee and could not raise or spend any money other than these contributions and public funds. Candidates meeting all of these requirements would, subject to appropriation by the Legislature, receive public funding in the primary and general elections. This would come from a new state Clean Elections Fund, consisting of amounts voluntarily contributed through the check-off on the state income tax return, any amounts appropriated by the Legislature, and any money in the existing state election campaign fund. The chart below shows the amounts of public funds a candidate could receive in the primary and general elections. A candidate could raise and spend private contributions in order to bring his or her spending up to the spending limit shown below.

A participating candidate running unopposed would receive only half the listed amount of public funds and could spend correspondingly less than a candidate with an opponent. All funds could be spent only for campaign purposes. Any unspent public funds from a primary or general election would have to be returned after that election. A participating candidate who violated the contribution or spending limits would have to return all public funds, become ineligible for further funds, and in some cases pay fines.

Candidates who do not accept public funds would have to report any spending in excess of the limit shown above and could be fined for failing to do so. If such a non-participating candidate spent more than the limit, participating candidates in that race would immediately receive, and could spend, public "matching funds" equal to the amount of the excess spending. The total amount of public funding (including matching funds) a candidate could receive would be limited to twice the spending limit for that race. During the general election campaign, running mates for Governor and Lt. Governor would be treated as teams in order to determine the distribution of any matching funds. An individual or political committee's total in-kind contributions (such as goods and some services) to a participating candidate would be limited to \$500 per election. Higher limits would govern political parties' in-kind contributions. Participating candidates could not accept more than a set amount in such contributions, ranging from \$3,000 per election for Representative up to \$35,000 for Governor.

The expenditure, contribution, and public funding limits would be adjusted every two years for inflation. A special commission (including elected officials and private citizen) would be set up to meet every two years to review the system and recommend any needed changes. The state Director of Campaign Finance could issue regulations to interpret and enforce the proposed law. The proposed law states that if any of its parts were declared invalid, the rest of the law would stay in effect.

A YES VOTE would change the laws governing public financing of campaigns.

A NO VOTE would make no change in the laws governing public financing of campaigns.

QUESTION 3

LAW PROPOSED BY AN INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or House of Representatives before May 6, 1998?

SUMMARY

This proposed law would change the state income tax rate on interest and dividend income, which was 12% as of September 1997, to whatever rate applies to Part B taxable income (such as wages and salaries), which was 5.95% as of September 1997. The change would take effect starting in the tax year 2000.

A YES VOTE would reduce the state tax rate for interest and dividend income

A NO VOTE would make no change in current state tax rate for interest and dividend income.

QUESTION 4

REFERENDUM ON AN EXISTING LAW

Do you approve of a law summarized below, which was approved by the House of Representatives on November 19, 1997 by a vote of 124 to 30, approved by the Senate on November 19, 1997 by a vote of 32 to 6?

SUMMARY

The law changes the state's electric utility industry. Starting in March 1998, instead of buying power from the utility that owns the power lines, customers may choose to buy power from separate generating companies competing with each other to sell power to be delivered by the existing utility. Customers not choosing a new competing generating company will be provided power by their existing utility under a transition rate for 7 years, starting from a rate 10% less than 1997 rates. By September 1999 rates for such customers must be further reduced from 1997 rates (adjusted for inflation) by 5%. Subject to restrictions in the law, rates paid by such customers may be adjusted up or down if approved by the new state Department of Telecommunications and Energy (DTE).

The law lets a utility recover, from customers, previously incurred costs related to generating plants and contracts that have become uneconomical under competition. Utilities must first reduce such "transition costs" in all reasonable ways, which may

include selling non-nuclear generating plants. DTE must approve such sales and the utility's way of financing transition cost, and DTE may limit which costs may be charged to customers. Public agencies may arrange the sale of special bonds to help a utility finance transition costs to provide savings to customers.

Utilities claiming they cannot offer the required rate reductions must work with DTE to find all possible ways to do so. State tax revenues related to sales of power plants may be used, if found necessary by DTE and subject to legislative appropriation, to ensure that utilities provide the 15% rate reduction. Utilities must maintain discounts for low-income customers.

DTE must issue consumer protection and related regulations related to energy sales, and the law lets the state Attorney General enforce consumer protection laws and regulations against energy companies. To maintain reliability, DTE must set performance-based rates and service quality standards for electric and gas utilities. Utilities failing to meet the standards may be fined up to 2% of their annual revenues.

Such utilities will not be allowed to cut staff levels unless either the relevant unions agree or DTE finds that the cuts will not lead to sub-standard service. Utility employees who are laid off due to the law will, if eligible for unemployment benefits, also be eligible for reemployment assistance benefits.

If a generating plant loses value due to the law, the responsible company must pay the affected city or town until 2009 to offset lost property tax revenue. Cities and towns may set up power purchasing cooperatives for local customers. Businesses and other organizations may also set up cooperatives. A municipal lighting plant that chooses to sell power outside its own service area must compete with other generating companies within its service area.

The law requires electric utilities to continue energy efficiency and demand management programs until 2003 and directs DTE to ensure that such programs are cost effective. The law imposes a charge on electricity consumers to promote renewable energy projects and to help cities and towns pay to add pollution control equipment to existing trash-to energy plants. By 2003, power suppliers must provide an annually increasing percentage of power from new renewable sources, and fossil-fuel power plants must start to meet efficiency standards limiting pollution. The law ends the requirement that the state find a need for a proposed power plant but preserves environmental reviews.

The law changes the State Department of Public Utilities to the new DTE, controlled by a 5-member commission with expertise on specified issues. The law gives the state Division of Energy Resources new duties related to energy restructuring, such as educating consumers and helping cities and towns.

A YES VOTE would continue the new law changing the electric utility industry.

A NO VOTE would undo these changes in the electric utility industry.

SPECIAL TOWN ELECTION

DECEMBER 8, 1998

Vote Count	Pct 1	Pct 2	Pct 3	Pct4	Pct5	Total	%
09:00 AM	105	141	176	177	169	768	6.59%
11:00AM	247	392	478	428	397	1942	16.68%
01:00 PM	356	566	651	544	530	2647	22.73%
04:00 PM	435	705	825	680	689	3334	28.63%
06:00 PM	571	954	1061	897	914	4397	37.76%
Machine Count 8:00 PM	687	1132	1313	1101	1124	5357	46.00%
Hand Count	1				1	2	

Final	Total	688	1132	1313	1101	1125	5359	0.46
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Total Number Registered Voters —	2148	2368	2336	2343	2451	11646	
	Pct 1	Pct 2	Pct 3	Pct 4	Pct5	Total	%

Question 1

Shall The Town Of Acton Be Allowed
To Exempt From The Provisions Of
Proposition two and one-half, So
Called, The Amounts Required To Pay
The Bond Issued In Order To Construct,
Originally Equip and Furnish A New Twin
School As Well As For The Removal Of
The McCarthy-Towne School Building
From School Use Including Costs
Incidental And Related Thereto As Set
"Forth In The December 1, 1998 Special
Town Meeting Warrant?

Blanks	2	6	10	4	13	35	0.65%
Yes	408	619	683	556	587	2853	53.24%
No	278	507	620	541	525	2471	46.11%
Total	688	1132	1313	1101	1125	5359	100.00%

Question 2

Shall The Town Of Acton Be Allowed
To Exempt From The Provisions Of
Proposition two and one-half, So
Called, The Amounts Required To Pay
For The Acton Boxborough Regional
School District Bond Issued In Order
To Construct An Addition Or Additions
To The R.J. Grey Junior High School
And For Remodeling, Reconstruction
Or Making Extraordinary Repairs To The
"Existing Structure, Including Costs
Incidental And Related Thereto As Set
"Forth In The December 1, 1998 Special
Town Meeting Warrant?

Blanks	2	4	3	7	1	17	0.32%
Yes	419	650	719	580	613	2981	55.63%
No	267	478	591	514	511	2361	44.06%
Total	688	1132	1313	1101	1125	5359	100.00%

OTHER INFORMATION

REGISTERED VOTER STATISTICS

DEMOCRATS	2,595
REPUBLICANS	1,748
UNENROLLED (INDEPENDENTS)	7,355
OTHERS	11,715
TOTAL REGISTERED	7,417
UNREGISTERED	7,417
TOTAL POPULATION	19,132

DOG STATISTICS

DOG LICENSES ISSUED	1,542
KENNEL LICENSES ISSUED	24

VITAL STATISTICS

BIRTH RECORDED	221
MARRIAGES RECORDED	90
DEATH RECORDED	123

DEATHS

NAME	DOD	AGE
Adams, Ruth Carolina	9/28/1998	79
Ahern, Francis Leo	4/25/1998	77
Ammen, Judith B.	11/22/1998	72
Ammendolia, Dominic J.	11/13/1998	85
Bailey, Edward R.	11/17/1998	83
Barry, Alicia K.	9/11/1998	61
Bates, Jean P.	2/10/1998	72
Bearce, Mildred L.	1/22/98	83
Becker, Sylvia R.	4/24/1998	82
Bennett, Doris Elaine	2/25/1998	71
Bentsen, Barbara E.	6/18/1998	78
Bishop , Edward	7/27/1998	62
Boatman, Thelma Luella	11/21/1998	93
Brooks, Arthur Joseph	1/5/1998	83
Budlong, Harrison M.	11/14/1998	85
Burt , Arthur F.	5/25/1998	83
Canty, Matthew	7/14/1998	20
Card, Mabel O.	5/27/1998	92
Carmody, James F.	4/12/1998	82
Cass, George D.	1/12/1998	77
Christian, Josephan R.	12/13/1998	82
Clasby, Charles M., Jr.	3/27/1998	69
Cochrane, Eleanor B.	1/2/1998	85
Condon, June A.	4/27/1998	81
Condon, Stephen Patrick	2/26/1998	84
Connolly, Bartley J.	2/28/1998	91
Connors, Theresa G.	2/23/1998	96
Cooney, Virginia H.	5/19/1998	94
Cooper, Steve Allen	6/3/1998	52
Croft, Herbert Reginald	1/17/1998	86
Crutchfield, David H.	10/28/1998	36
Dakides, Chisto S.	1/10/1998	88
Dekarski , George H.	8/3/1998	88
Demont, Edward J.	10/31/1998	81
Diduca, Vincent	6/22/1998	95
Doerfler, Gertrude	7/13/1998	93
Doman, Abigail	3/5/1998	83
Driscoll, Robert F.	12/27/1998	73
Duggan Thomas J., Sr.	6/6/1998	91
Dunham, Susan Jean	6/14/1998	48
Everett, Kathleen E.	1/14/1998	83
Finnegan , Joseph P.	8/14/1998	39
Fitzpatrick, Joseph P.	10/19/1998	73
Gervin, Charles C.	9/15/1998	75
Giammarco, Benjamin F.	2/14/1998	67
Guenther, Patricia M.	4/14/1998	44

Hagen, Gladys C.	9/19/1998	84	Onorato, Marie	9/28/1998	45
Hall , Mary C.	8/2/1998	83			
Halloran, Robert E.	4/22/1998	70	Paskavitz, Bernard	8/29/1998	88
Harris, Mariko	12/6/1998	52	Patten, Donald M	1/12/1998	63
Harunkiewicz, John C.	3/9/1998	68	Perry, Hubert C.	8/26/1998	73
Heaney, Thomas J	11/2/1998	65	Peterson, Edgar H.	10/5/1998	73
Henley, Clarence P.	9/2/1998	92	Phillips, Charlotte Tempest	11/7/1998	95
Hentschel, Virginia E.	10/21/1998	81	Priest, Gordon W.	12/12/1998	68
Houghton, Lillian Frances	4/9/1998	92			
Howe, Arlene	7/17/1998	89	Raymond, Frederick A	5/14/1998	62
Hubert , Ethel	8/23/1998	90	Raymond, Hubert	5/1/1998	88
Hughes, Sarah Lynn	1/31/1998	16	Recco, Anna C.	3/4/1998	96
Hume, Frederick Jr	3/15/1998	60	Reuell, Ethel B.	4/28/1998	93
			Rhodes, Elizabeth B.	4/19/1998	86
Jewell, Robert H.	12/3/1998	93	Richter, Margaret C.	2/5/1998	72
Johnson, Esther M.	2/20/1998	89	Rubinstein, Marianna	2/28/1998	63
Johnson, Ruby Lillian	1/5/1998	87			
			Sagoff, Maurice	3/18/1998	88
Kavanagh, Margaret	2/10/1998	95	Shell, Dorothy	3/26/1998	85
Kazarian , Agnes	8/20/1998	81	Simone, Angelo	9/27/1998	92
Kelley, Virginia L.	5/18/1998	72	Sinnett, Jeanne	5/16/1998	69
Kotlyar, Frima	2/26/1998	97	Slavin, Hannah B.	5/12/1998	63
Krat, Anna	1/23/1998	80	Smith, Margaret L	2/21/1998	91
Krieger, Brenda Sue	6/18/1998	57	Soland, Gertrude Council	4/28/1998	91
			Solomon, Gladys	7/23/1998	85
Laite, Eileen E.	4/29/1998	70	Sparks, Howard W.	3/4/1998	85
Laroche, Raymond L	2/21/1998	66	Sparks, Julie M.	6/16/1998	86
Ledin, Margaret R	1/9/1998	79	Stevens, Woodbury Hatch	10/31/1998	85
Levis, George S.	11/18/1998	80	Sweet, Charles R	3/3/1998	73
Libby, Anneliese	10/24/1998	64	Syrjanen, Charles Robert, Sr	2/26/1998	89
MacGregor, Ruth	2/25/1998	88	Thomas, Eleanor V.	2/10/1998	84
McCauley, Beatrice C,	9/15/1998	87	Timlege, Margaret V.	6/28/1998	91
McDonald , Francis P.	8/21/1998	70	Tompkins , Mildred V.	8/21/1998	98
McDonald , Katherine S.	8/2/1998	72			
McGowan, Evelyn Geraldine	4/1/1998	81	VOID		
McNamara , Margarat E.	8/2/1998	92	Webster, Margery	11/29/1998	85
Morris, Beatrice M	2/25/1998	95	White, Brennan James	6/16/1998	P
Murray, George E.	8/17/1998	62	Whitley , Domenica	8/21/1998	86
			Whitney, Germaine M.	9/21/1998	76
Newsham, Walter B.	9/27/1998	78	Williams, Josephine C	1/17/1998	80
Nilan, Carolyn L.	4/23/1998	75	Woodward, Arnold E.	6/29/1998	75
Niles, Paul H.	6/22/1998	77			
			Young, Helen E.	12/5/1998	83

ACTON INFORMATION

NATIONAL, STATE, AND COUNTY OFFICIALS

President	Bill Clinton
Vice-President	Al Gore
Senators In Congress	Edward M. Kennedy
5th Congressional District	John F. Kerry
5th Congressional District	Martin T. Meehan
Representative In Congress	

State

Governor	Argeo Paul Cellucci
Lieutenant Governor	Jane Swift
Secretary Of The Commonwealth	William Francis Galvin
Attorney General	Thomas F. Reilly
Treasurer And Receiver General	Shannon P. O'Brien
Auditor Of The Commonwealth	Joseph DeNucci
Councillor, 3rd Councilor District	Marilyn Petitto Devaney
Senator. Middlesex / Worcester District	Robert A. Durand
Representative In General Court	
14th Middlesex Representative District	Pamela P. Resor

Middlesex County

Clerk Of Superior Courts	Edward J. Sullivan
Register Of Deeds, Middlesex South District	Eugene C. Brune
Register Of Probate	Acting Marie Gardin
District Attorney	Martha Coakley
County Sheriff	James V. DiPaola

ELECTED TOWN OFFICIALS_____

	Term Expires
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Moderator

Donald MacKenzie	1999
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Acton Board Of Selectmen

Chair	Wayne Friedrichs	2000
	F. Dore Hunter	1999
Clerk	Nancy E. Tavernier	1999
	Peter K. Ashton	2001
V Chair	Herman Kabakoff	2001

District Acton - Boxborough Regional School

John Fallon	2001
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William Ray	1999
Cheryl Levine	2000
Mike Scanlon	1999
Pam Harting-Barrat	2000
Lees Stuntz	2000
Michael Coppolino	2001
Jesse Liberty	2001
Mary Ann Ashton	1999

Acton Public Schools Committee

Mike Scanlon	1999
Pam Harting-Barrat	2000
Lees Stuntz	2000
Michael Coppolino	2001
Jesse Liberty	2001
Mary Ann Ashton	1999

Trustees Memorial Library

Co-Ch	Henry J. Hogan	Corporate
Clerk	David T. Barrat	2000
	David Didriksen	2001
	Brewster Conant	Corporate
	Raymond Shamel	Corporate
	Dennis Ahern	Corporate
	Ann Chang	Corporate
	Frank Joyner	1999

Housing Authority

	Joseph M. Nagle	2003
Chair	Jean B. Schoch	2002
Sec'y	Claire Kostro State Appointment	2003
Tres	Dean Cavaretta	2000
V Ch	Diane Poulos Harpell	2001

Trustees, Fireman's Relief Fund Acton

William Klauer	1999
Allen H Nelson	2000
Joseph A Conquest	2001

Trustees, Fireman's Relief Fund West Acton

Edward Bennet	2000
Frederick A. Harris	2001
Malcolm S. MacGregor	1999

Trustees, Charlotte Goodnow Fund

Chair	Mabel Grekula	2000
	Frances S. Moretti	2001
	Shirley Towle	1999

Trustees, Elizabeth White Fund

Chair	Cornelia O. Huber	2001
	Frank Joyner	2000
	John J. Powers	1999

Trustees, West Acton Citizen Library

Chair	Robert Loomis	1999
Clerk	Virginia Rhude	2001
	Madeleine Kaduboski	2000

APPOINTED BY MODERATOR_____

Finance Committee

Clerk	John Prendiville	2000
	Sidney Johnston	2000
	Robert Miller	2000
	Charles Olmstead	2001
Chair	Thomas Mackey	1999
	Rheta Roeber	1999
	Robert Evans	2000
	Jack Reitz	2000
	Michael Elder	2000

Minuteman Science-Technology H.S.

Robert A. Wiltsie	2001
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APPOINTED BY SELECTMEN_____

Acton Community Housing Corp

Chair	Kevin McManus	2000
	Peter Berry	2001
	Naomi McManus	1999
	Jana Mullin	2001
	Pam Shuttle	1999
Assoc	Nancy Tavernier	
Assoc	Robert Wiltse	1999

Council On Aging			Health, Board of		
	Angeline Conn	1999	Chair	Mark Conoby	1999
	Alice Moroney	1999		William McInnis	2001
	Steve Olesin	1999		Lisa Wolf	2000
	Charles Jenkins	1999		Mark Benedict	2000
	Royce Christensen	1999	Assoc	Rita L. Dolan	1999
Assoc	Jane Olesin	1999		Dr. Robert Matuso	2001
	Eleanor F. Voorhies	1999	Assoc	Robert Oliveri	1999
Clerk	Nancy Gerhardt	1999	Hanscom Field Advisory		
	Marvin Pope	1999		Richard Rippere	2000
Board of Appeals				David Matson	2000
Chair	Peter Berry	1999	Historical Commission		
	Nicholas Miller	2000		Anita Dodson	1999
	Janet Clark	2000		William Klauer	1999
(Alt)	Thomas M. Lemire	2000		David Harris	2000
(Alt)	David Black	2000		Peter Grover	2001
(Alt)	Cara Voutselas	2000		Victoria Beyer	2000
Board Of Assessor's			Assoc	Georgiana B. Gagnon	1999
	James Kotanchik	1999	Historic District Commission		
	Donald Rhude	1999	V Chair	Anne Forbes	2000
Chair	David E Brown	2000	Chair	Thomas Peterman	2000
Acton-Boxborough Cultural Council			Clerk	Michaela Moran	2001
	Kay Rosenberg Hartung	2000		Robert McCall	2001
Co-Ch	Susan Richmond	1999		Sandra Schmidt	1999
	Catherine Coleman	1999		Donna DeBoever	1999
	Jo Goldman	1999	(Alt)	Kenneth Guditiz	2000
	Janis Redlich	1999	Lowell Regional Transit		
	Noreen Rowe	2000		Sheldon Herskovitz	1999
	Jennifer Sullivan	2000	Metropolitan Area Planning		
	Jean Butler	2001		Christopher Tolley	2000
	M. Carol Drago	2001	Minuteman Home Care		
Cable Advisory Committee				Richard King	2000
	Laura C. Hirsch	1999	Planning Board		
Chair	John Covert	1999		William H. Shupert, III	2000
	Peter Robinson	2000	Chair	John Pavan	2002
(Alt)	Terra Friedrichs	1999	Clerk	Richard Croswell	1999
	Scott Wieder	1999		Joshua Chernin	1999
	Richard Schroder	1999		Pat Halm	1999
Cemetery Commission				Christopher Tolley	2003
	Donald MacLennan	2001		Kenneth Sghia-Hughes	2003
	Brewster Conant	1999	Assoc	William Thistle	1999
	George O'Clair	2000	Personnel Board		
Conservation Commission				John J. Donnelly	2000
	Barbara Smith	2000		J. Christopher Mar	1999
Chair	Barbara Epstein	1999		Kelly Ryder	2001
	Mathew Liebman	1999		William H. Shupert, III	2001
	Terry Maitland	2000		Diane Yasgur	2000
	Andrew Magee	1999	(Alt)	Lianne Sullivan	2000
	Margaret A Carrol	2000			
	Andrew Martino	2000			
Assoc	Jon Bosworth	1999			

Prison Advisory Committee

Thomas C. Ballantyne	2000
Nancy Clark	1999

Recreation Commission

Allen Warner	2001
Vanetta M. Hunter	1999
Kenneth Frank	1999
Edward Flannery, Jr.	2000
Dr. Michael McQueen	2000
Laura Sikalis	2000
Greg Catalano	2000

Assoc.	Beatrice Perkins	1999 (resigned)
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South Acton Revitalization Committee

Sandra Whaley
Betsy Eldridge

Transportation Advisory Committee

Sam Lawton	2000	
Reneé J. Robins	2000	
Edward Adelman	1999	
Audrey Stuart	1999	
Assoc	Arthur Wu	2001
	Edward Gardiner	1999

Volunteer Coordinating Committee

Clerk	Charles R. Hubands	2000
	Nancy Whitcomb	1999
	Jean B. Schoch	2001
	Sheila Kelly	1999
	Doris Prendiville	1999

**APPOINTMENTS MADE BY
TOWN MANAGER_____****Assistant Town Manager**

John Murray

Assistant Assessor

Brian McMullin

Commission on Disabilities

Dana Snyder-Grant	2001
Elaine Coughlan Havas	2001
Marion Dougherty	1999
Sheila Kelly	2000
Joseph Grandine	2000
Carol Dunn-Ware	2001
George Lussier	2001

Constables

David Allen	Robert Connell
Fred Hryniewich	David Muscovitz
Robert Rhodes	Barbara Hartnet
John Scicholne	Christopher Prehl
Christine Joyce	Stephen Laroche

Deputy Building Inspector

David F. Abbt

Deputy Forest Warden

William Primiano

Deputy Inspector of Gas Piping and Gas Appliances

James G. Corey

Deputy Inspector of Wires

Donald MacLeod

Director of Emergency Management

Don P. Johnson, Director
John Murray, Director
Deputy Director, Seth Campbell
Deputy Director, Charles Landry

Director of Municipal Properties

Dean Charter

Director of Public Health

Douglas K. Halley

Dog Officer

Leslie Boardman#
Patrick Palmer

Fence Viewer

David F. Abbt

Field Driver

William J. Durkin

Fire Chief

Robert C. Craig

Deputy Fire Chief

William M. Primiano

Captains

Paul Simeone	Donald Copeland
Bernard Caouette*	Edward Bennett*

Lieutenants

David Soar	George Williams
Carl Robinson	Robert Vanderhoof

Firefighters

Forrest E. Bean, III	James Kessler
Joseph Conquest	Richard O'Leary
Peter Robinson	Bruce L. Vinal
Wayne Decker	James Young
Brent Wheeler	Daniel Morse

Firefighters./EMT

Robert Sabourin	Kevin Lyons
John White	Scott Morse
Richard Sullivan	Michael Lyons
Robert Hale	Geoffrey Neagle
James Ray	Ricky Robinson
Krist Nelson#	Tom Graham
Tom Wallerstein	Anita Arnum
Kenneth Ineson	Bruce Stone
Mark Richardson	Brian Richter
William Klauer	Robert Wetherbee
Robert Smith Jr.	Erick Curren#
Christopher Sammet	Kris Ellicks
Call Firefighters	
Robert Puffer	Stephen Sliney
Richard Swenson	

Forest Warden

Robert C. Craig

Inspector of Animals

Patrick H. Palmer

Inspector of Gas Piping and Appliances

Paul Kelleher

Inspector of Wires

Clarence Frost

Local Building Commissioner

Garry Rhodes

Investment Advisory Committee

Brewster Conant

Natural Resources/Cemetery Director

Thomas Tidman

Keeper of the Lockup

George Robinson

Police Department Standing Civil Service Appointment

Chief George Robinson	
Lt. Francis Widmayer	Lt. John McNiff

Sergeants

Thomas Rogers	James Cogan
Bruce Nadeau	Robert Parisi

Patrolmen

Frederick Rentschler	Paul Cogan
Christopher Browne	Robert Cowan
James Goodemote	Brian Goodman
Ronald Johnson*	Raymond Grey, Jr.
Raymond LaRoche	Todd Fenniman
Christopher Prehl	John Cooney

Michael Cogan	Scott Howe
Kevin Heffernan	Edward Lawton, Jr.
Lisa Driscoll	Theresa DeVirgilio
Luke Penney	Leo Gower
Dean Keeler	

Matrons

Faith Williams	Christine Joyce
Linda Koch	

Police Department Civilian Dispatchers

Faith Williams	Michelle Hoebeke
Kevin Antonelli	Paul Connors
Anne Milligan	Gardena Abramowitz

Public Ceremonies & Celebration

Paul Hoff

Public Weighers

Christopher Prehl	Paul Cogan
John McNiff	Robert Greenough
James A. Barbato	

Recreation Director

Nancy McShea

Sealer of Weights and Measures

Mark Fitzpatrick

Superintendent of Streets

Richard Howe*
David Brown

Town Accountant

Sharon Summers

Town Engineer

David F. Abbt
Town Report Committee
No Current Members

Veteran's Agent and Burial Agent

Charles Jones

* Retired

Street Map		
Street Name	Precinct	Index
Abel Jones Place	4	M-10
Acorn Park Drive	2	R-10
Adams Street	5	K-12
Agawam Road	3	N-8
Albertine Drive	4	L-10
Alcott Street	5	O-12
Algonquin Road	3	O-8
Anders Way	4	N-10
Anne Avenue	4	M-11
Apple Valley Drive	4	K-10
Arborwood Road	5	N-11
Arlington Street	2	P-8
1-58		
Arlington Street	3	N-8
67-275 Odd		
272-423		
Arlington Street	4	N-8
72-262 Even		
Ashley Circle	1	S-11
Ashwood Road	5	N-11
Assabet Crossing	5	L-12
Audubon Drive	5	L-11
Autumn Lane	3	M-8
Ayer Road	5	N-12
Azalea Court	1	P-13
Badger Circle	1	S-11
Balsam Road	2	P-9
Bankside Hollow	1	S-9
Barker Road	4	N-10
Baxter Road	4	M-9
Bayberry Road	1	P-12
Beechnut Street	2	R-9
Bellantoni Drive	5	N-13
Bellows Farm Road	1	R-12
Berry Lane	5	O-12
Beth Circle	1	S-9
Betsy Ross Circle	3	L-7
Beverly Road	4	N-10
Billings Street	4	L-9
Birch Ridge Road	3	M-7
Black Horse Drive	3	L-7
Blue Heron Way	1	R-11
Blueberry Path	1	T-11
Brabrook Road	1	P-12
Breezy Point Road	2	R-9
Brewster Lane	5	L-11
Briar Hill Road	1	R-11
Bridges Drive	2	O-10
Bridlepath Way	1	Q-13
Brimstone Lane	1	R-11
Broadview Road	5	L-11
Bromfield Road	2	O-11

Street Map		
Street Name	Precinct	Index
Brook Street	2	Q-11
Brookside Circle	5	M-12
Brown Bear Crossing	1	S-9
Brucewood Road	5	N-11
Brucewood Road East	5	N-11
Bullette Road	2	P-7
Butternut Hollow	1	S-9
Caitlin Drive	4	M-8
Candida Lane	5	N-11
Captain Brown's Lane	4	N-9
Captain Forbush Lane	4	N-9
Captain Handley Road	1	R-10
Carlisle Road	1	T-11
Carlton Drive	5	K-11
Carriage Drive	5	M-11
Castle Drive	3	L-8
Cedar Terrace	4	N-9
Central Street	3	N-7
156-282 Even		
283-End		
Central Street	4	M-8
1-154		
155-277 Odd		
Chadwick Street	5	M-11
Chaffin Way	2	P-8
Charter Road	4	N-9
Cherokee Road	3	O-8
Cherry Ridge Road	3	M-8
Chestnut Street	2	R-9
Church Street	3	M-8
Clover Hill Road	5	M-12
Conant Street	4	L-11
Concetta Circle	5	L-12
Concord Place	2	O-11
Concord Road	2	O-11
1-83		
104-116 Even		
Concord Road	5	O-11
87-129 Odd		
Coolidge Drive	2	O-9
Coughlin Street	4	O-10
Odd #s		
Coughlin Street	2	O-10
Even #'S		
Country Club Road	4	L-11
Countryside Road	2	P-7
Cowdrey Lane	2	O-10
Craig Road	5	N-12
Crestwood Lane	4	M-9
Cricket Way	2	P-11
Cross Street	1	T-11

Street Map		
Street Name	Precinct	Index
Davis Road	1	R-11
Deacon Hunt Road	4	N-9
Deergrass Lane	1	R-11
Discovery Way	5	N-11
Doris Road	4	N-10
Downey Road	4	L-9
Driftwood Road	5	N-11
Drummer Road	5	M-12
Duggan Road	3	L-8
Durkee Road	4	M-9
Duston Lane	1	R-12
Eastern Road	1	S-11
Eliot Circle	2	O-10
Elm Court	3	N-8
Elm Street	3	N-8
Emerson Drive	5	O-12
Esterbrook Road	1	P-12
Ethan Allen Drive	3	L-7
Evergreen Road	2	P-9
Evergreen Way	2	P-9
Fairway Road	4	L-11
Farley Lane	4	L-10
Farmers Row	1	Q-11
Farmstead Way	4	N-10
Faulkner Hill Road	4	L-10
Fernwood Road	5	N-11
Fife & Drum Road	2	O-10
Flagg Road	1	P-12
Fletcher Court	4	L-10
Flint Road	4	M-9
Flintlock Drive	3	L-7
Forest Road	2	O-11
Fort Pond Road	2	P-8
Foster Street	5	N-12
Fox Hill Road	5	M-11
Francine Road	4	N-10
Fraser Drive	4	M-9
Freedom Farme Road	3	O-8
Frost Drive	2	O-11
Gerald Circle	5	L-12
Gionconda Avenue	5	M-11
Granite Road	1	S-10
Grasshopper Lane	2	P-11
Great Elm Way	1	S-9
Great Road	2	Q-11
126-End Even		
Great Road	1	Q-11
Odd #'S		
Great Road	5	Q-13
2-94 Even		
Greenwood Lane	2	P-10

Street Map		
Street Name	Precinct	Index
Gregory Lane	3	M-8
Grist Mill Road	3	L-8
Guswood Road	5	N-12
Haley Lane	5	M-11
Half Moon Hill	3	N-8
Hammond Street	2	P-9
Harris Street	1	R-10
Harvard Court	1	Q-11
Hatch Road	5	L-11
Hawthorne Street	5	O-12
Haynes Court	3	M-8
Hayward Road	2	N-9
1-61 Odd		
Hayward Road	4	N-9
65-143 Odd		
All Even #'S		
Hazelnut Street	2	R-10
Heald Road	2	O-10
Heather Hill Road	3	L-8
Hemlock Lane	2	P-10
Henley Road	1	S-9
Hennessey Drive	4	M-9
Heritage Road	5	N-12
Heron View Road	4	L-9
Hickory Hill Trail	2	P-10
High Street	4	L-11
5-123 Odd		
High Street	5	L-11
2-124 Even		
125-309		
Highland Road	3	K-7
Highridge Way	1	S-9
Hillcrest Drive	5	M-11
Hillside Terrace	3	M-8
Homestead Street	3	M-8
Horseshoe Drive	5	O-12
Hosmer Street	2	N-12
2-64 Even		
71-119		
Hosmer Street	5	O-11
3-55 Odd		
Houghton Lane	3	N-8
Huckleberry Lane	4	O-10
Huron Road	3	O-8
Independence Road	5	L-12
Iris Court	1	P-12
Issac Davis Way	4	O-10
Jackson Drive	2	O-9
Jay Lane	1	Q-12
Jefferson Drive	2	O-9
Jesse Drive	3	N-8

Street Map		
Street Name	Precinct	Index
John Swift Road	2	O-10
Joseph Reed Lane	4	N-9
Juniper Ridge Road	3	M-8
Kate Drive	1	R-11
Keefe Road	5	O-13
Kelley Road	4	N-10
Kennedy Lane	3	N-8
Kingman Road	3	L-8
Kinsley Lane	4	M-8
Kinsley Road	4	M-8
Knowlton Drive	4	N-9
Knox Trail	5	L-13
Ladyslipper Lane	1	Q-12
Larch Road	2	P-10
Laurel Court	5	M-11
Laws Brook Road	5	N-12
Ledge Rock Way	1	S-11
Lexington Drive	5	N-12
Liberty Street	4	L-10
Lilac Court	5	M-11
Lillian Road	2	P-7
Lincoln Drive	2	P-9
Lisa Lane	5	N-12
Littlefield Road	3	O-7
Long Ridge Road	2	P-9
Longfellow Park	5	O-11
Longmeadow Way	1	Q-11
Loosestick Way	1	R-11
Lothrop Road	4	M-9
MacGregor Way	5	M-11
MacLeod Lane	3	L-8
McKinley Drive	2	P-9
Maddy Lane	5	N-11
Madison Lane	2	O-9
Magnolia Drive	1	P-13
Maillet Drive	5	L-12
Main Street	1	R-11
636-End		
Main Street	2	O-10
398-631		
Main Street	4	M-11
1-389		
Mallard Road	4	N-9
Maple Street	4	L-10
Marian Road	3	L-8
Marshall Path	1	T-11
Martin Street	4	L-10
Massachusetts Avenue	2	N-11
151-299 Odd		
Massachusetts Avenue	3	O-8
300-599		

Street Map		
Street Name	Precinct	Index
Massachusetts Avenue	4	O-8
600-End		
Mead Terrace	3	M-8
Meadows Edge	1	S-9
Meadowbrook Road	2	P-10
Meetinghouse Road	5	M-12
Merriam Lane	5	M-11
Milbery Lane	3	M-8
Milldam Road	1	S-11
Minot Avenue	2	O-11
Minuteman Road	2	O-10
Mohawk Drive	3	N-7
Mohegan Road	3	O-8
Musket Drive	2	O-10
Myrtle Drive	1	P-12
Nadine Road	4	N-10
Nagog Hill Road	2	Q-9
Nagog Park	1	S-9
Nagog Square	1	S-9
Nash Road	4	L-9
Nashoba Road	3	O-7
Newtown Road	2	P-8
Nonset Path	1	S-9
Northbriar Road	1	S-11
North Street	1	T-11
Notre Dame Road	3	L-8
Nylander Way	4	M-10
Oakwood Road	5	N-12
Old Beaver Brook	1	S-9
Old Cart Path	1	Q-11
Old Colony Lane	5	N-13
Old High Street	5	L-12
Old Meadow Lane	5	M-12
Old Oregon Trail	1	Q-11
Old Stone Brook	1	S-9
Old Village Road	2	P-11
Olde Barn Way	3	O-8
Olde Lantern Road	3	L-8
Olde Surrey Drive	5	M-11
Oneida Road	3	O-8
Orchard Drive	3	N-7
Overlook Drive	4	L-9
Oxbow Drive	1	Q-11
Parker Street	5	L-12
Parmley Drive	5	L-11
Partridge Pond Road	4	O-10
Partridge Hollow	2	Q-10
Patrick Henry Circle	3	L-7
Patriots Road	2	P-10
Paul Revere Road	3	L-7
Pearl Street	4	M-8

Street Map		
Street Name	Precinct	Index
Perkins Lane	3	N-8
Phalen Street	5	O-12
Pheasant Hill	1	S-9
Phlox Lane	1	P-12
Pine Cone Strand	1	S-9
Pine Street	4	L-10
Pine Ridge Road	4	M-9
Pinewood Road	5	N-11
Piper Lane	4	M-11
Piper Road	4	M-11
Even #'S		
Piper Road	5	M-11
Odd		
Pond Ridge Drive	5	N-12
Pond View Drive	5	M-11
Pope Road	1	Q-12
Post Office Square	2	P-11
Powder Horn Lane	3	L-7
Powder Mill Road	5	L-13
Prescott Road	4	L-9
Proctor Street	1	Q-12
Prospect Street	4	M-10
Puritan Road	5	L-12
Putnam Road	2	P-10
Putter Drive	5	K-11
Quaboag Road	3	N-8
Quail Run	1	R-11
Quarry Road	1	S-10
Railroad Street	4	M-10
Redwood Road	5	N-11
Revolutionary Road	2	O-10
Rex Lane	1	S-11
River Street	5	M-11
Robbins Street	4	L-9
Robert Road	5	L-12
Robinwood Road	5	N-11
Rose Court	1	P-13
Route 2		O-8, O-12
Russell Road	5	N-12
Sachem Way	1	R-10

Street Map		
Street Name	Precinct	Index
Saint James Circle	4	M-9
Samuel Parlin Drive	2	P-9
Sandalwood Road	5	N-11
Sandas Trail	3	O-8
Sandy Drive	5	N-11
Sarah Indian Way	2	Q-8
Sawmill Road	1	S-11
School Street	4	M-10
2-90 even		
School Street	5	M-11
3-87 Odd		
93-311		
Seminole Road	3	N-8
Seneca Court	3	N-8
Seneca Road	3	N-8
Settlement Way	1	R-11
Shady Lane	3	L-7
Silver Hill Road	5	L-12
Simon Hapgood Lane	1	Q-13
Simon Willard Road	2	O-10
Sioux Street	3	O-8
Smart Road	3	L-8
South Street	1	T-11
Spencer Brook Road	1	S-13
Spencer Road	4	M-9
Split Rock	1	S-9
Spring Hill Road	1	R-12
Spruce Street	3	M-9
30-75		
Spruce Street	4	M-8
Squirrel Hill Road	3	L-8
Stacy's Way	4	N-10
Station Way	4	M-10
Stoney Street	4	M-10
Stonemeadow Way	1	P-12
Stow Street	4	L-10
Strawberry Hill Road	1	Q-12
Sudbury Road	5	K-13
Summer Street	3	M-8
Sutton Place	2	Q-9
Sweetbriar Way	1	Q-11
Sylvia Street	4	L-10
Taylor Road	2	O-10
3-30		
42-98 Even		

Street Map		
Street Name	Precinct	Index
Taylor Road	4	O-10
35-95		
Tenney Circle	5	M-12
Thoreau Road	5	D-11
Ticonderoga Road	3	L-7
Till Drive	1	S-11
Torrington Lane	4	M-9
Town House Lane	4	N-10
Townsend Road	3	L-8
Trask Road	2	O-10
Triangle Farm Lane	1	S-13
Tumbling Hawk	1	S-9
Tupelo Way	4	M-10
Tuttle Drive	4	M-9
Valley Road	5	L-11
Vanderbelt Road	5	M-11
Wachusett Drive	3	O-7
Walnut Street	2	R-10
Wampanoag Drive	3	O-7
Wampus Avenue	1	R-10
Washington Drive	2	O-9
Waterside Clearing	1	S-9
Wayside Lane	4	M-9
West Road	4	N-8
Westford Lane	1	S-9
Wetherbee Street	5	O-12
Wheeler Lane	1	S-11
Wheelwright Lane	1	R-11
Whittier Drive	2	O-11
Willis Holden Drive	2	P-9
Willow Street	3	L-8
Wilson Lane	2	O-9
Windemere Drive	3	K-8
Windingwood Lane	1	R-11
Windsor Avenue	4	M-8
Wingate Lane	1	P-12
Winter Street	3	L-8
Winterberry Path	1	R-11
Wood Lane	2	O-11
Woodbury Lane	2	P-10
Woodchester Drive	3	K-8
Woodfield Road	3	L-7
Wright Terrace	3	M-8
Wyndcliff Drive	1	R-11

K

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BOXBOROUGH

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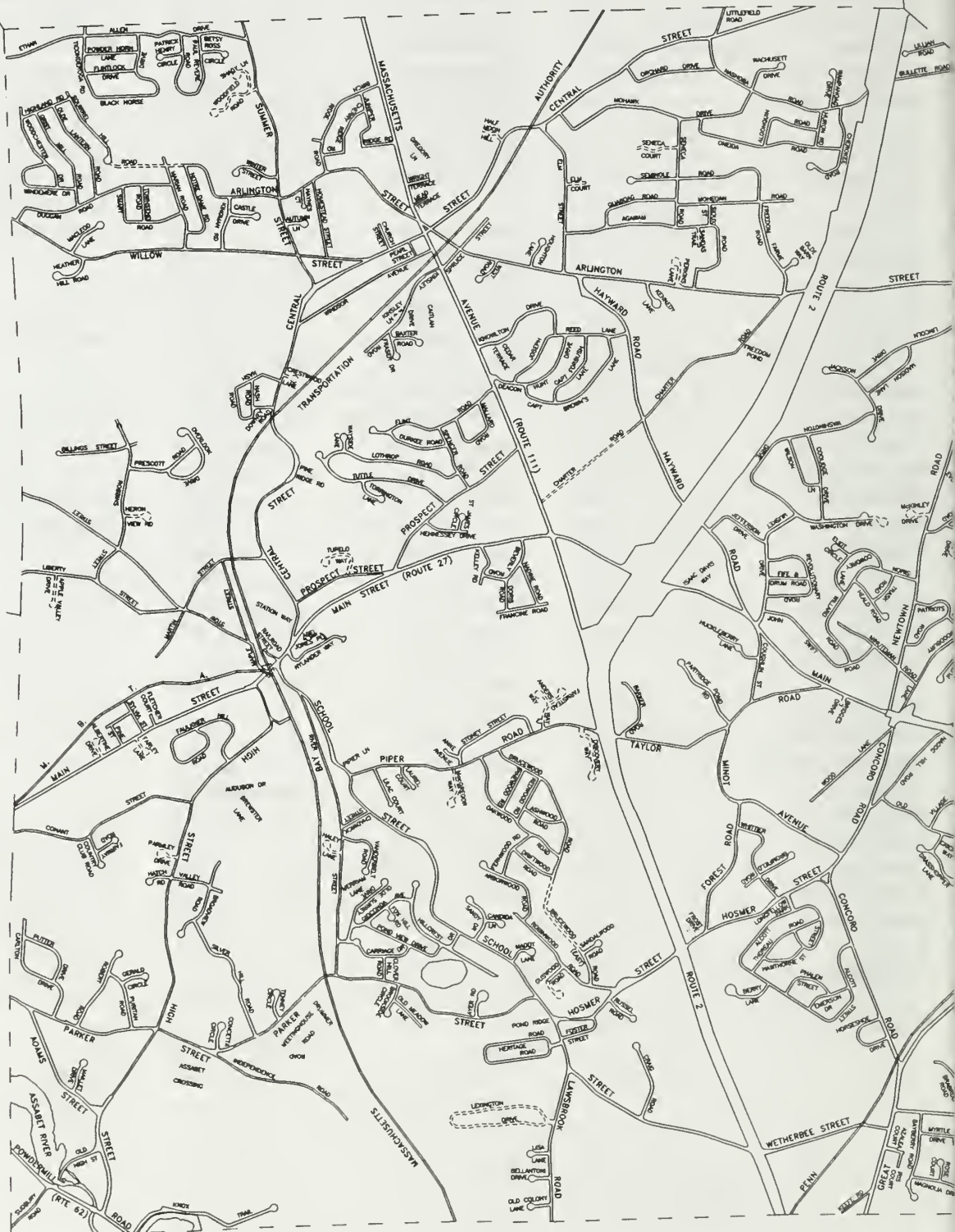
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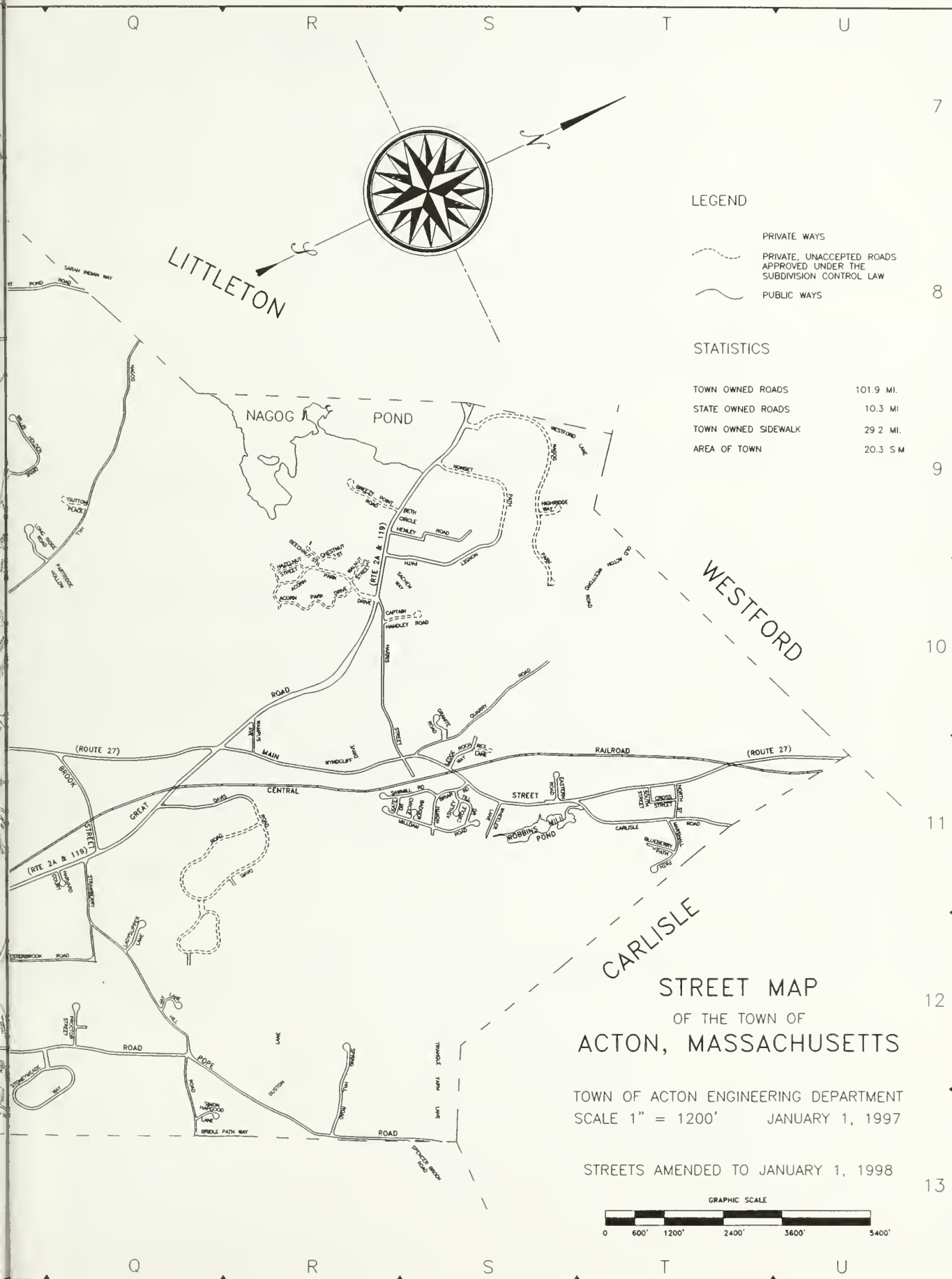
STOW

MAYNARD

SUDBURY

CONCORD







TOWN OF ACTON VOLUNTEER APPLICATION

Residents interested in serving on a Town Board, Committee, or Commission are requested to complete this form and forward it to the office of the Town Manager at the Acton Town Hall.

(Please print or type)

Date: _____

Mr/Mrs.
Ms/Dr Last Name _____ First Name _____ Middle Initial _____

Street Address _____ Home Phone _____ Business Phone _____

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee, or Commission, which is of interest to you:

1) _____

2) _____

3) _____

Have you been a member of a Board, Committee, or Commission previously (either in Acton or elsewhere)? If you have, please list name(s) and dates (approx):

Do you have any time restrictions? _____

How long have you lived in Acton? _____ in Massachusetts? _____

Are you a US citizen? _____

Present occupation and employer (optional-attach resume) _____

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? _____

Education or special training _____

Please list below any additional information or comments which may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc:

TOWN OF ACTON VOLUNTEER BOARDS, COMMITTEES, AND COMMISSIONS

Acton-Boxborough Arts Council
Aging, Council on
Appeals, Board of
Assessors, Board of
Cable Advisory Committee
Cemetery Commissioners
Commission on Disability
Conservation Commission
Fair Housing Committee
Finance Committee
Hanscom Field Advisory Commission
Health, Board of

Historic District Commission
Historical Commission
Metropolitan Advisory Planning Council
Minuteman Home Care
Minuteman Vocational School Representative
Planning Board
Prison Advisory Board
Public Ceremonies Committee
South Acton Revitalization Committee
Town Report Committee
Volunteer Coordinating Committee

Thank you, If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee (you can find out who the current members are by calling the Town Manager's office at Town Hall, 264-9612). The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

VCC INTERVIEW

Applicant called: date/by _____

Scheduled date/time _____

VCC RECOMMENDATION: date _____

Board(s) _____ Member/Alt/Assoc

_____ Member/Alt/Assoc

_____ Member/Alt/Assoc

Date VCC recommendation set to

BOS/TMgr/TMod _____

[] No openings at this time _____

APPOINTING BODY: BOS/TMgr/TMod

Interview date _____

Appointed: Date _____

to: Board _____

Term _____

NOTIFICATION OF APPOINTMENT

Date Received by VCC

Notification by the VCC:

Date committee notified _____

Date applicant notified _____

For questions concerning:

	Call	Telephone
Street Lights	Boston Edison	800-752-5200
Street Trees	Municipal Properties	264-9629
Tax Collections	Treasurer and Collector	264-9617
Town Finances	Treasurer	264-9617
Town Manager	Town Hall	264-9612
Train Service	Boston and Maine	800-392-6100
Transfer Station/Recycle Center	Highway Department	264-9624
Veterans' Services	Veterans' Agent	264-9617
Water Problems	Water District	264-9107
Welfare	Welfare Department	617-893-0146
Wire Inspection	Wire Inspector	264-9632
Zoning	Zoning Enforcement Officer	264-9636
Zoning Appeals	Board of Appeals	264-9632
Schools	Switchboard Calls (7a.m. - 4p.m.)	264-4700
	Acton-Boxborough Regional High School	264-4700
	Acton-Boxborough Regional Junior High School	264-4700
	Community Education Office	266-2525
	Conant School	266-2550
	Douglas School	266-2560
	Gates School	266-2570
School Nurse	McCarthy-Towne School	264-4700
	Merriam School	264-4700
Night Calls	Central Office (all schools)	264-4700
	Community Education at High School	264-4700 x403
	Community Education at Junior High School	264-4700 x304
Special Calls	Athletic Office	264-4700 x420
	Field Office	264-4700 x423
	Extended Day Programs	264-4700 x245
Custodian	Acton-Boxborough Regional High School	264-4700 x409
	Acton-Boxborough Junior High School	264-4700 x309

REGULARLY SCHEDULED MEETINGS

Acton Finance Commission	As Posted	Town Hall or A-B High School
Acton Historical Commission	2nd Wednesday 8 PM	Town Hall
Acton Housing Authority	1st & 3rd Monday 7:30 PM	68 Windsor Ave., West Acton
Acton Memorial Library Trustees	1st Monday 7:30 PM	Conference Room
Board of Appeals	As Posted	Town Hall
Board of Assessors	1st Wednesday 6 PM	Town Hall
Board of Health	2nd & 4th Monday 7:30 PM	Town Hall
Board of Selectmen	Every other Tuesday As Posted 7:30 PM	Town Hall
Cable Advisory	AS POSTED	
Cemetery Committee	2nd Tuesday 2 PM	Woodlawn Com.
Citizens' Library	3rd Thursday 7:30 PM	Citizens' Library, West Acton
Commission on Disability	2nd Wednesday 7 PM	Town Hall
Community Housing	1st & 3rd Thurs. 7 AM	Town Hall
Conservation Commission	1st & 3rd Wednesday 7:30 PM	Town Hall
Council on Aging	2nd Wednesday (except August) 7:30 PM	Senior Center, Audubon Drive
Historic District Commission	1st & 3rd Monday 7:30 PM	Town Hall
Planning Board	2nd & 4th Monday 7:30 PM	Town Hall
Recreation Commission	As Posted	Town Hall
School Committee-Local	As Posted	Junior High, Conf. Room 114
School Committee-Regional	As Posted	Junior High, Conf. Room 114
Transportation	2nd Tues. 7:30 PM	Town Hall
Volunteer Coordinating Committee	2nd & 4th Monday 7:30 PM	Town Hall
Water Commissioners	2nd & 4th Monday 7:30 PM	Whitcomb Station, 693 Mass. Ave.

EMERGENCIES

911

Call 911 to save a life, report a fire, or stop a crime. Give your name, address and phone number. For other calls, use the business number of the appropriate department.

For questions concerning:	Call:	Telephone
Animal Inspection	Animal Inspector	263-4979
Assessments	Board of Assessors	264-9622
Bills and Accounts	Town Accountant	264-9621
Births, Deaths, and Marriages	Town Clerk	264-9615
Building	Building Commissioner	264-9632
Cemeteries	Cemetery Department	264-9644
Civil Defense	Director of Civil Defense	264-9655
Conservation	Conservation Office	264-9631
Dog Problems (see Licenses)	Dog Officer	264-9638
Education Information	School Superintendent's Office	264-4700
Elderly Affairs	Council on Aging	264-9643
	Minuteman Home Care	263-8720
	Public Health Nursing Service	264-9653
	Town Clerk	264-9615
Elections, Voting and Registration	Town Engineer	264-9628
Engineering	Fire Department	264-9645
Fire (Business and Permits)	Board of Health	264-9634
Garbage and Refuse	Board of Health	264-9634
Hazardous Materials	Board of Health	264-9634
Health and Sanitation	Highway Department	264-9624
Highways and Streets	Public Health Nursing Service	264-9653
Home Nursing	Housing Authority	263-5339
Housing	Acton Memorial Library	264-9641
Libraries	Citizens' Library of West Acton	264-9652
	T.D.D. (for the deaf)	635-0072
Licenses		
Dog, Fishing, Hunting	Town Clerk	264-9615
Mental Health	Mental Health Assoc. of Central Middlesex	369-7715
Mosquito Control	Municipal Properties	264-9629
Permits		
Blasting	Fire Department	264-9645
Building	Building Inspector	264-9632
Food Service	Board of Health	264-9634
Heating	Fire Department	264-9645
Historic District's Certificate	Building Department	264-9632
Oil Burner	Fire Department	264-9645
Outdoor Burning	Fire Department	264-9645
Plumbing	Building Department	264-9632
Sewage	Board of Health	264-9634
Smoke Detector	Fire Department	264-9645
Wiring	Building Department	264-9632
Zoning	Zoning Enforcement Officer	264-9636
Planning	Planning Department (Fair Housing)	264-9636
Police Business	Police Department	264-9638
Recreation	School Department	264-4700
Selectmen	Town Hall	264-9611
Snow Removal	Highway Department	264-9624

(continued on inside back cover)